* Completed Master Bachelor in Business Administration
* Advance Knowledge of MS-office, Excel, PowerPoint
* Knowledgeable about business processes
* Looking forward to develop careers in Accounts and Finance



**IRSHAD KHAN**

**SUMMARY:**

**EDUCATION:**

**Year Institution Qualification Grade/CGPA**

2013-2017 IQRA University MBA (Finance) 3.07

2011-2013 University of Karachi B.Com 2nd Division

2008-2010 Board of Intermediate Karachi FSC C

2006-2008 Board of Sec Edu Karachi Matric B

**CONTACT**

**Address**

House No 31, Main Street, Jinnah Avenue, Islamabad Homes Phase 2 Jhangi Syedan Sector H-15 Islamabad.

**Phone No**

+92-313-3145960

+92-345-7876895

**Email**

[Irshadkhan0016@gmail.com](mailto:Irshadkhan0016@gmail.com)

**EXPERIENCE**

**;**

**Organization Designation Duration**

**Shaffer and Company Assistant Account May 2017 – April 2018**

**Key Responsibilities:**

* Maintains recordkeeping Systems
* Maintain Petty cash records
* Worked on Payroll, Attendance and assist in budgeting preparation.
* Maintain Debit vouchers, Invoices,
* Resolves banks relatives’ issues, deposit checks.
* Maintaining the employee and inventory records etc.

**Key Responsibilities:**

* Assists Manager in resolves administrative problems & issues.
* Assists Manager in logistics, and travel arrangement for all staff attending training or workshops.
* To assist in planning and perform work that involves ordering, receiving, inspecting, returning, unloading, packing, labeling and maintaining all procurement made by project/company.
* Maintains recordkeeping Systems
* Maintain Petty cash records
* Worked on Payroll, Attendance and assist in budgeting preparation.
* Maintain Debit vouchers, Invoices,
* Resolves banks relatives’ issues, deposit checks.
* Maintaining the employee and inventory records etc.
* Keep record of the incoming and out-going stock.
* Help in preparing and printing of Purchase Orders.
* Assist to complete supporting documentation (Purchase Requisitions, Bids, Vendor Invoices, and Goods Delivery Notes etc.) for payment process.
* Maintain the necessary purchasing databases, vendor listings, and files and update them regularly.
* Help in searching for new sources of supply for goods and services.

**Organization Designation Duration**

**Development in Literacy Adm. Acc. & Proc. Assistant Dec 2018 – Dec 2020**

**SPECIALISATION (Fields)**

* Treasury Management
* Financial Modeling
* Taxation Management

**SKILLS & INTEREST**

* **CIT & DIT**

(Certificate & Diploma in Information Technology)

* MS Word, Excel, PPT
* Typing Speed 35 wpm
* Internet & Browsing