

SAKHI ZAMAN KHAN

Mobile:

0311 6853020

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Address:

P/O Domel District Bannu

SKILLS

- MS EXCEL, Ms Word, Quick Book 30% ,

STRENGTHS

- Good Communication, Team Work, Supervising and managing receivables of the company. Supervising accounting system, internal controls and improvements in system.

FIELD OF INTEREST

- Studying Books

HOBBIES

OBJECTIVE

As a large manufacturing group Accountant with over 8 years of experience &, I bring with me a keen ability to manage accounts and remove any discrepancies. I am quite familiar with the major financial applications and SAP B One, Sadat hider, Quick Book. Team work and meticulousness help me solve problems easily.

JOB EXPERIENCE

Salam Jaan Audit Firm External Auditor March 2022 - April 2024

1. Administer and monitor the financial system in order to ensure that the organization finances are maintained in an accurate and timely manner. Main Activities: Manage and supervise day to day accounting operation regarding receivables and payables. Posting the total landed cost of letter of credit including debit and credit advices of bank, custom duties, freight, insurance and other cost up to the port of destination to the relevant L/C account. Supervising accounts department function for effective and timely data entry. Discussing management accounts with director. Supervising accounting system, internal controls and improvements in system.

- Cricket, Iodine

Supervising preparation and implementation of SOPs of different function of accounts department and other departments

EDUCATION

Institution: Agriculture University Peshawar

Major: BBA (Finance)

Percentage: 73.7

Year of Passing: 2023

Institution: Network Home Institute Multan

Major: DIT

Percentage: 81

Year of Passing: 2018

Institution: White Rose School System

Major: Matric (Science)

Percentage: 57.5

Year of Passing: 2016

Institution: Akram Khan Durrani College Bannu

Major: Pre Engineering FSC

Percentage: 65

Year of Passing: 2019

PERSONAL DETAILS

Father's Name : Rafi Ullah Khan

Date of Birth : 2/2/1998

Gender : Male

Marital Status : Single

Nationality : Pakistan

Languages Known : Urdu, English, Pashtoo, Punjabi