

## **RIZWAN ULLAH KHAN S/O SYED AZAM KHAN**

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### **PERSONAL DETAILS:**

**CNIC No.** 11201-8756827-9  
**Date of Birth:** February 05, 1990  
**Religion:** Islam  
**Nationality:** Pakistani  
**Marital Status:** Married  
**Address:** Office # 1102, 11<sup>th</sup> Floor, Green Trust Tower, Jinnah Avenue, Blue Area, Islamabad.  
**Languages:** English, Urdu & Pashto

### **CAREER OBJECTIVE:**

To take a challenging role on business operations as Business Analysis and give an efficient and effective solution that will help the organization to achieve the best. Solution in business and ultimately increase its productivity in market. Seeking a career in accounting with a company, where I can apply my understanding, skills and knowledge to assist in the growth of the company and my personal.

### **EXPERIENCE:**

#### **BELLWETHER CONSULTING (PARENT COMPANY):**

- **Working as an Accounts Executive from February 2022 till date.**
- **Worked as an Accounts Assistant from June 2021 to January 2022.**
- Maintaining day-to-day cash inflows and outflows.
- Prepare and review budget on monthly basis.
- Maintaining, controlling the expenses of the company.
- Reporting of daily, weekly and monthly funds statements.
- Maintaining Accounts of various clients on QuickBooks accounting software, Sales tax invoices, Sales tax challan making & payment.
- Making and disbursements of salaries.
- Registration of Partnership Firms at Registrar of Firms Rawalpindi and Islamabad, under Partnership Act, 1932.
- Registration of Companies at Chamber of Commerce Islamabad.

**ONDER TICATE PRIVATE LIMITED (SUBSIDIARY COMPANY):**

- Create Quotations for Tender and apply for the Tender.
- Cash arrangement & maintaining records of payments.
- Issuance of Cheque and Pay order for advances/Security Payments.
- Making of Delivery challan against Tenders.
- Create invoices of the delivery challan & Tax challan Makings & Payments.
- Follow back the receipt of Payments from Bank against Invoices.
- Completion the Process of Registration of Companies with different Govt. Organization for Tenders & Security Clearance of Company Management.

**LAGUARDIA PETROLEUM PRIVATE LIMITED:**

- Worked as an Accounts Assistant from November 2016 to May 2021.
- Prepare Bank books, Cash books.
- Responsible in handling the petty cash, Expenses & making Vouchers.
- Prepare the Budgeted expense sheet for the month.
- Bank Withdrawal & Payments.
- Making & Disbursements of Salaries.

**SKILLS:**

- QuickBooks Accounting Software.
- Microsoft Office.
- Internet Surfing.

**ACADEMIC QUALIFICATION:**

- M.Com from University of Science and Technology (UST), Bannu, KPK in 2013.
- B.Com from University of Science and Technology (UST), Bannu, KPK in 2010.
- D.Com from Board of Technical Education (BTE), Peshawar in 2008.
- S.S.C from BISE Bannu in 2006.

**PROFESSIONAL QUALIFICATION:**

- D.I.T from Board of Technical Education (BTE), Peshawar in 2014.