



SALMAN KHAN

Junior Accountant

About Me

Accountant having expertise in bookkeeping, financial modeling, and accounting software, including MS Excel, QuickBooks Online, and Tally ERP 9. Seeking a challenging position to use my skills and contribute to the success of the team.



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DHA Phase 2, Islamabad

LANGUAGE

- English
- Urdu
- Arabic

EXPERTISE

- Communication skills.
- Financial Modelling
- MS Office
- QuickBooks
- Data Analysis
- Tally ERP 9
- Financial Analysis

EXPERIENCE

SPECIAL TRAINING EXCHANGE PROGRAM

June 2023- March 2024

Trainee (10 Months)

- Supports the financial management of UNDP projects, including preparing and managing budgets, tracking and reporting on project expenses, conducting financial analysis, and providing financial advice to project staff. Preparing a budget for a new UNDP project
- Track the expenses of an existing UNDP project and identify any areas where costs can be saved
- Conduct a financial analysis of a UNDP project to assess its financial performance.

OPTIMA BUSINESS CONSULTING

June 2022- May 2023

Internship (12 Months)

- During an internship at Optima business consulting firm, I had to work with Team members on different projects assigned by the manager.
- As a team member, I did Audits of different national and international companies and firms and also maintained their accounts using QuickBooks and Xero.
- I have also worked on MS Excel to make a Dashboard for a company.

EDUCATION

International Islamic University, Islamabad.(IIUI)

BS Accounting and Finance
(8th Semester) 2020-2024

GPA : 3.4

AKU-EB, Karachi (MPHSS)

HSSC
2017-2020

SKILLS SUMMARY

Financial Modelling 90%

Bookkeeping 95%