

---

# Zeeshan Khan

Kohat, Pakistan

+923030313726 | zeeshanafridi929@gmail.com

in <https://www.linkedin.com/in/zeeshan-khan-2746b8219>

## PERSONAL DETAILS

---

- Marital Status : Single
- Nationality : Pakistan

## EDUCATION

---

- |      |   |
|------|---|
| 2022 | <ul style="list-style-type: none"><li>• <b>University of peshawar, Pakistan</b><br/>BS Commerce (Accounting and Finance)<br/>3.09/4</li></ul>                                       |
| 2018 | <ul style="list-style-type: none"><li>• <b>Govt college of Management Sciences Kohat</b><br/>(intermediate) Diploma in Commerce<br/>865/1200</li></ul>                              |
| 2018 | <ul style="list-style-type: none"><li>• <b>Govt college of Management Sciences Kohat</b><br/>Diploma in Information Technology (DIT)<br/>1064/1400</li></ul>                        |
| 2022 | <ul style="list-style-type: none"><li>• <b>Construction Technology Training Institute Islamabad</b><br/>Diploma in E-Commerce (6 months)<br/>165/300</li></ul>                      |
| 2019 | <ul style="list-style-type: none"><li>• <b>Hasho Hunar Training Center Rawalpindi</b><br/>Diploma in Reception Operation and Services (6 months)<br/>.</li></ul>                    |
| 2017 | <ul style="list-style-type: none"><li>• <b>Swedish institute of technology Rawalpindi</b><br/>Diploma in Computer Software and Graphics Designing (Six months)<br/>92/100</li></ul> |
| 2016 | <ul style="list-style-type: none"><li>• <b>Government High School Sheraki Kohat.</b><br/>Matric (Science)<br/>697/1100</li></ul>  |

## ONLINE COURSES

---

- **Intuit Academy Bookkeeping**  
From Coursera.com
- **Quickbooks**  
From Digiskills.pk
- **Data Analytics and Business Intelligence**  
From Digiskills.pk
- **Communication and Soft Skills**  
From Digiskills.pk
- **Introduction to Power BI**  
From Coursera.com

## EXPERIENCE

---

- |                        |  |
|------------------------|--|
| 2/5/2022 -<br>4/7/2022 | <ul style="list-style-type: none"><li>• <b>Intern</b><br/>District account office<br/>Worked in payroll section, General provident fund section, Pension payment section respectively.</li></ul> |
|------------------------|--|

## SKILLS

---

- ☆MS Word ☆MS Excel ☆Quickbooks online ☆Bookkeeping ☆Accounting
- ☆Communication ☆Time Management ☆Team work ☆Multitasking