

EJAZ KHAN

00923110969499
https://Ejaz Khan.com

ejazookhan54@gmail.com
Islamabad Khanna pul

OBJECTIVE

- To pursue a challenging career in a dynamic and progressive organization by constant learning and hard work, and to work devotedly in an innovative environment to fulfill the management, accounting and analytical skills.

EXPERIENCE

Senior Audit Associate

Zahid Jamil & Co, CA

Peshawar, Pakistan

Responsibilities

- Overall job management, audit planning, team supervision and the preparation and finalization of financial statements to report thereon in accordance with the international Financial Reporting Standards (IFRSs), International Auditing Standards (ISAs) and local statutes.
- Planning and execution of an Audit in accordance with the requirements of the international Standards on Auditing (ISAs).
- Analysis and interpretation of financial statements using different techniques.
- Summarizing and documentation of issues for perusal of engagement manager and engagement partner.
- Highlighting unresolved issues. Final view of working papers, preparing board letter and final Audit report.
- Filing of income tax returns (individual and company).
- Preparation of financial feasibility.
- Prepare budgeting, and forecasting.

HR internship

Student Financial Aid, Uop

Peshawar, Pakistan

Responsibilities

- Scholarship Dealings, students' dealings and guidance, management of sibling's cases.
- HR activities.
- Data collection.
- Filing and drafting.

Experience in the Education sector

- Performed Annual Audit and implemented QuickBooks for university of Peshawar.
- Performed annual audit and implemented QuickBooks for Ghazali Institute of Peshawar.
- Performed annual audit of IQRA national university Peshawar.

Health sector

- Performed statutory annual audit of AMC Hospital.
- Performed statutory annual audit of mercy teaching hospital Peshawar

SKILLS

SAP FICO

QuickBooks Online

Xero

Odoo

ERP

IFRS

ISA

Financial statement analysis

Financial statements preparation

Budgeting

Financial feasibility

Email Communication, web

Microsoft Office

Soft skills

- Business communication.
- Negotiation.
- Management reporting.
- Schedule management.

Marketing Internship

Durshal Peshawar

📅 02/2022 📍 Islamabad, Pakistan

Enrolled as a conventional Marketing Manager at Topit.

- Face to face meetings with professors, visits to academies and collages, follow postcontrast on email and phone, marketing about Top it.
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EDUCATION

Matric

Kps school

📅 01/2015 - 01/2016 District Hangu

Fsc in pre-engineering

PCA collage

📅 02/2016 - 03/2018 Hangu, Pakistan

One year Computer diploma (DIT)

Zeerak international institute

📅 02/2017 - 01/2018 Hangu, Pakistan

Bachelor of Business administration in finance

University of Peshawar

📅 02/2019 - 06/2023 Peshawar, Pakistan

LANGUAGES

English

Professional

Urdu

Native