

Curriculum Vitae

SHAHAN ULLAH

Present Address: House No: 34/A Fazal Colony Near ASC Colony Nowshera Cantt

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■ ■ **OBJECTIVE:**

After having deeply given thought about myself, I can say that I am an ambitious person. I am the type of person that likes to move ahead in life. I have excellent communication skills that enable me to communicate with people of all ages and cultural backgrounds. I am a self-motivated hardworking individual who love challenging and interesting work assignments. I believe in positive attitude and willingness to be given 100 percent. I enjoy working with people.

■ ■ **PERSONAL INFORMATION:**

- *Father Name* : *Atta Ullah Khan*
- *C.N.I.C* : *17201-6368311-1*
- *Nationality* : *Pakistani.*
- *Religion* : *Islam.*
- *Date of Birth* : *02-02-1996*
- *Domicile* : *Nowshera*

■ ■ **EDUCATIONAL INFORMATION:**

Degree/Certificate	YEAR	BOARD / UNIVERSITY
M.COM (Commerce)	2018	Abdul Wali Khan University Mardan
B.COM (Commerce)	2016	Abdul Wali Khan University Mardan
D.COM (Commerce)	2014	B.T.E Peshawar
SSC	2012	BISE Mardan

■ ■ **PERSONAL SKILLS:**

- *Good Communication*
- *Satisfy to client*
- *Micro Soft word 2017*
- *Micro Soft Excel 2017*
- *Micro Soft Power Point 2017*
- *Micro Soft Window 2017*
- *Social Media Expert* .
- *Internet Browsing*
- *Installation, Uploading & downloading.*
- *English and Urdu Typing*
- *Window's Operating System.*
- *Reading Books & Newspapers*
- *Social working*
- *Well-Fair Work*
- *Solving People Problems*
- *Exercise every day*

■ ■ **KEY RESPONSIBILITIES:**

- *Creating and processing invoices*
- *Cross-checking invoices with payments and expenses to ensure accuracy*
- *Managing a company's accounts payable and receivable*
- *Sending bills and invoices to clients*
- *Tracking organization expenses*
- *Processing refunds*
- *Working with collection agencies on overdue payments*
- *Communicating with clients regarding billing and payments*

■ ■ **KEY RESPONSIBILITIES IN BANK**

- Cheque Book Entry & Issue
- ATM Tagging In Accounts
- Accounts Opening Form Filling
- Cheques Entry
- Bio Matric Verification

■ ■ **PERSONAL CHARACTERISTICS & SPECIALIZATION**

- Ability to cope with a stressful situation.
- Self-Motivated and self-Confident.
- Ability to take responsibility
- Ability to work in a complex environment with multiple tasks.
- Personal integrity
- Conceptual skills
- Flexibility

■ ■ **LANGUAGE:**

- *English*
- *Urdu*
- *Pashto*

Professional Experience:

- *Name of Firm:* *Dar-e-Arqam School Hakim Abad Nowshera*
- *Position held:* *Accountant*
- *Period:* *03 January 2021 to Till Date. (Present)*

Professional Experience:

- *Name of Firm:* *National Bank of Pakistan*
- *Position held:* *BSR*

Professional Experience:

- *Name of Firm:* *IDK Ventures Islamabad*
- *Position held:* *Assistant Accounts Officer*

Professional Experience:

- *Name of Firm:* *Pak Qatar Family Takaful Limited*
- *Position held:* *Unit Head*

Professional Experience:

- *Name of Firm:* *MCB Bank Nowshera*
- *Position held:* *Internship Summer Program*