

Curriculum Vitae

ABDUL KHALIQ

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Canal Town Nasir bagh road, Peshawar.



Objectives:

- To be a part of a secure and well-established company where I can develop my knowledge and skills.
- To obtain a challenging post at your reputable organization that will utilize both my educational background and professional experience to contribute to the organization's noble and humanitarian goals and Simultaneously provide excellent opportunities for career development and personal growth.

Personal Data:

Father Name: Hazrat Gul
Domicile: Peshawar
Nationality: Pakistani
Religion: Islam
Marital status: Married

Education:

Certificate/Degree	Year	Board/University
M.Com (FINANCE)	2015	The University of Peshawar.
B.Com	2012	Qurtuba University of Science & Information Technology Peshawar.
F.SC (PRE ENGINEERING)	2009	Board of Intermediate and Secondary Education Peshawar.
S.S.C (SCIENCE)	2007	Board of Intermediate and Secondary Education Peshawar.

Experience:

- Two Years' Experience as Account Assistant in Al SalihyaTransport l.l.c UAE from 27-6-2016 to 26-06-2018
- 9 Months Experience as Internship (Paid) in WATER AND SANITATION SERVICES PESHAWAR(WSSP)
From 30-01-2020 to 30-10-2020.
- 11 Months Worked as Finance Assistant in WATER AND SANITATION SERVICES PESHAWAR (WSSP)
(Casual Basis) from 17-11-2020 to 16-10-2021.

- One Year Experience as Accountant in Razi Institute of Medical Science Peshawar (in progress)

Responsibilities:

- Plans, directs, and controls accounting and financial operations.
- Keep a record of petty cash account, bank book. cash book and preparation and submission of imprest data to Head office.
- Prepares reports and documents covering accounting transactions for management review.
- Ensures that accurate records are kept by standard practices.
- Manages invoicing procedures to collect money owed by clients/customers.
- Working closely with other departments in the business.
- Preparing various monthly reports to analyse business financial health, including sales reports, Profit and loss statements, general ledger entries, goods received notes, and goods issued note. Ensuring payments, amounts and records are correct.

- **Languages:**

Speak, read and write English, Urdu and Pashto.

- **Computer Skills:**

- MS Office, Lagend.
- Typing Speed 30 wpm.

Reference:

- Available upon request.