



Muhammad Ahsan Khan

Nationality: Pakistani

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Home: Street1, gulshan-e-Ali-2, flat#A-15'f-b area Karachi , 75950 Karachi (Pakistan)

0332-4188092

WORK EXPERIENCE

Accountant

Nisha Associates North bridge view [5 Nov 2020]

City: Karachi

Country: Pakistan

1. Post Daily Recovery in Cash Book
2. Maintaining Suppliers ledger.
3. Maintaining Payables and Receivable
4. Issuance and maintaining staffsalaries records.
5. Banks's Reconciliation.
6. Maintain Refund Reports
7. Making Cheques
8. Handling Petty Cash

Accounting Assistant

Lacera group of companies Awami sanitary mart [1 Feb 2019 – 31 May 2020]

City: Karachi

Country: Pakistan

1. Invoices Posting in Computer.
2. Maintaining Customer's Ledger.
3. Post Monthly Expenses.
4. Post Customer's Payments.
5. Printing Customer's Ledgers.
6. Post Vender's Bills.

Accounting Assistant

Kamil Packages (Pvt.) Ltd. [1 Dec 2017 – 28 Feb 2019]

City: Karachi

Country: Pakistan

1. Invoices Posting and Filing.
2. Maintaining vendor's ledger.
3. Maintaining Account Payables.
4. Distributing Cash Salaries
5. Making Cheques and Bank Deposit Slips

Accountant

Casamoda pakistan [1 Oct 2011 – Nov 2017]

City: Karachi

Country: Pakistan

1. Making invoices and correspondence with customers.
2. Maintaining Customer's ledgers.
3. Maintaining vendor's ledgers.
4. Issuance and maintaining staffsalaries records.
5. Banks's Reconciliation.
6. Handling petty cash.

Inventory controller

Sweet heart mega store (Lahore) [1 Jul 2006 – 31 Dec 2009]

City: Karachi

Country: Pakistan

1. Maintaining computerized inventory control.
2. Maintaining vendor's ledger.
3. Vendor's ledger Reconciliation
4. Weekly sales report.
5. Handling petty cash.

EDUCATION AND TRAINING**B.com (Continue)**

University of Karachi [1 Jun 2007]

Address: Main university road Karachi, 75950 Karachi (Pakistan)

Website: <https://uok.edu.pk>

Higher secondary school certificate (HSC)

Government Degree Boys College [27 Nov 2005 – 12 Apr 2007]

Address: Sector 5-L, New Karachi Town, Karachi, 75950 Karachi (Pakistan)

Secondary School Certificate (SSC)

Cantab Grammar School [17 Sep 2002 – 30 Mar 2004]

Address: Azizabad Dastagir Block 14 Gulberg Town, Karachi,, 75950 Karachi (Pakistan)

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): English

LISTENING A1

READING A1

WRITING A1

SPOKEN PRODUCTION A1

SPOKEN INTERACTION A1

DIGITAL SKILLS

Microsoft Word / Google Drive / Social Media / Quick book / EXCEL Advance / Microsoft Excel / ERP.
SOFTWARE