



Muhammad Ahsan Khan

Date of birth: 7 Oct 1986

Nationality: Pakistani

CONTACT

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

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WORK EXPERIENCE

5 NOV 2020 Karachi , Pakistan

Accountant Nisha Associasts North bridge view

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

1 FEB 2019 – 31 MAY 2020 Karachi , Pakistan

Accounting assistant Lacera group of companies Awami sanitary mart

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.

1 DEC 2017 – 28 FEB 2019 Karachi , Pakistan

Accounting assistant Kamil Packges (Pvt.) Ltd.

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

1 OCT 2011 – NOV 2017 Karachi , Pakistan

Accountant Casamoda pakistan

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

1 JUL 2006 – 31 DEC 2009 Karachi , Pakistan

Inventory controller Sweet heart mega store (Lahore)

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

1 JUN 2007 Karachi , Pakistan

B.com (Continue) University of Karachi

Address Main university road Karachi , Karachi , Pakistan | **Website** <https://uok.edu.pk>

27 NOV 2005 – 12 APR 2007 Karachi , Pakistan

Higher secondary school certificate (HSC) Government Degree Boys College

Address Sector 5-L, New Karachi Town, Karachi, Karachi , Pakistan

17 SEP 2002 – 30 MAR 2004 Karachi , Pakistan

Secondary School Certificate (SSC) Cantab Grammar School

Address Azizabad Dastagir Block 14 Gulberg Town, Karachi,, Karachi , Pakistan

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

Other language(s):

English

Listening	Reading	Spoken production	Spoken interaction	Writing
A1	A1	A1	A1	A1

DIGITAL SKILLS

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