

KAISER KHAN

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03159640907

Mohalla AliZai Batakara PoBox Topi Tehsil Topi District Swabi



Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



Experience

S&M Steel ReRolling Mills Gadoon

Sept 2022 - Nov 2023

Assistant Accountant

Worked As Bookkeeper

Ak Oil & Ghee Industry (Pvt) Ltd Hattar

Feb 2020 - Sep 2022

Data Entry

Worked as Data entry clerk

Everest Plastics Tarnol

2018 - 2019

Data Entry

Worked as Data Entry Clerk



Education

Govt High School Batakara

2010

Ssc/Matric

Awan Public School For Higher Studies Topi Swabi

2013

D.Com

University of Peshawar

2015

B.Com



Skills

Google Sheets

Ms Excel

Ms Word

Ms PowerPoint

Inpage

Software Troubleshooting

Hardware Troubleshooting

Telly Erp