
Mohammad Haris Ali Khan

hareskhan7399@gmail.com



Federal Town, Lehtrar road,
Islamabad

Phone: +92-(0)-311-5809493
+92-(0)-306-5508433

Work experience

The Citizens Foundation, Islamabad

Aug-2022 – Present

Internal Audit Officer

- Responsible for analysis of Financial data (Cash/Bank Ledgers, Vouching)
- Responsible for analysis of payroll related queries/compliance and observing any discrepancies
- Conducting audit of area offices
- Drafting an audit report for future compliance

Inspire GOC. Pvt(ltd)

15 Oct 2021 – 15 April 2022

Intern Finance Officer

- Responsible for managing finances
- Analyzing Financial statements
- Ratio Analysis

The Citizen's Foundation

1st Sep 2021 – 30th Sep 2021

Intern

Responsible for:

- Analyzing Data
- Data Entry
- Generating Reports

Education

BBA (HONS)

Sep 2018 – June 2022

NUML (School of Business) , Islamabad

Obtained final CGPA of 3.88/4

FSC - Pre Engineering

May 2016 – May 2018

Pearl Chanab School and college , Islamabad

Obtained 701/1100 Marks.

SSC - Computer Science

August 2014 – April 2016

Pearl Chanab School and College , Islamabad

Obtained 747/1050 Marks and passed with A grade

Qualifications

- Successfully completed "Financial Literacy Training Program" from National Financial Literacy Program for Youth
- Certificate of acknowledgement for working as a volunteer in Annual Job fair
- Certificate for organizing the training " Current trends of HRM "
- Certificate for participating in the training " Current trends of HRM "

Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Communication skills
- Presentation skills
- Financial knowledge

Interests

- Analyzing Financial trends
- Analyzing current trends
- Cricket