

IRFAN ULLAH KHAN



CONTACT

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Location

Abu Hail Deira Dubai

PERSONAL INFO

Date of Birth: 30-03-1992

Gender: Male

Nationality: PAKISTAN

Current: EMPLOYED

Visa status: EMPLOYMENT VISA

COURSES

- **C.I.T**
Tracks Institute Bannu .
- **Tally Accounting**
Al Madani Institute in Dubai.
- **Microsoft Office**
(MS office , word , excel, Outlook, Power Point

KEY SKILLS

- Microsoft Office
- Tally Accounting
- Quick Book
- Peach tree

LANGUAGES

- English
- Urdu
- Pashto
- Arabic



ABOUT ME

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, I am excellent in working with others to achieve a certain objective on time and with excellence in a progressive organization.



WORK EXPERIENCE

FAYSAL BANK LIMITED BANNU KPK May 2019 – Nov 2022

Accountant

- Responsible for preparing receipt vouchers, payment vouchers, debit and credit notes and statement of accounts.
- Handled day to day Accounting process to drive financial accuracy.
- Provided journals entries and performed accounting on accrual basis

RED TIE FINANCIAL SERVICES

Relationship Officer DUBAI

AUG 2023

- Have been consistently overachieving my target month of month100%.
- Open up avenue for business through corporate channel .
- Create and drive alternate channels for sales along with th regular channels.
- TO promote the sales of persnal banking products in the market.

COLOURED TOWER GIFTS TRADING (L.L.C)

Accountant DUBAI

Nov 2014 –Mar 2019

- Posting purchase and sales invoice.
- Responsible for preparing receipt vouchers, payment vouchers, debit and credit notes and statement of accounts.
- Preparation of payroll.
- Helping the sales coordinator in preparing quotations and enquiries
- Preparation and submission of documents for collection through bank



EDUCATION

Bachelor of commerce (B.COM)

Government Collage Of Commerce No2 Bannu KPK.

Diploma of commerce (D.COM)

Board of Technical Board of Peshawar KPK.

Secondary School Certificate (SSC)

BISE Bannu