



MUHAMMAD DANISH KHAN

ACCOUNTANT / ADMIN ASSISTANT

PROFESSIONAL SUMMARY:

Total around 18 years of experience with HEJ Research Institute of Chemistry (ICCBS) resourceful experience in cash book, Ledger, account receivable, account payable, Income Tax, Sales Tax and Data entry Microsoft dynamic 365.

Worked on 5 implementation research projects to Go-Live and Documentation Worked on 5 research projects.

WORK HISTORY:

Designation: Accountant / Admin Support

Organization: HEJ Research Institute of Chemistry International Center for Chemical and Biological Sciences University of Karachi-75290 Pakistan.

April 30, 2008 - Currently

- Accounts Receivable
- Accounts Payable
- Voucher
- Cash book
- Ledger
- Income Tax
- Tender
- Bank reconciliation
- Microsoft Dynamic 365

Designation: Accountant

Company: MAB HOUSE 24-C, South Park Avenue, Phase II Ext, DHA, Karachi 75500, Pakistan.

July 20, 2007- April 28, 2008

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger
- Bank reconciliation

CONTACT:

Karachi Sindh, Pakistan

Mobile: 0092-333-3517890

m_danish_khan@hotmail.com

Visa Status: Required Visa

Passport No.: HA4111463

Expire Date: 17-Feb-2030

<https://www.linkedin.com/in/muhammaddanish-khan-7115081>

SKILLS:

- Accounts Receivable
- Accounts Payable
- Payroll
- Income Tax
- Microsoft Dynamics 365

EDUCATION:

BBA: Bachelors of Business Administration

Appeared

Preston University, Karachi, Pakistan.

B. Tech: Bachelors of Technology, Electronics
03/2008 - 03/2011
Indus University Karachi, Pakistan.

DAE: Diploma of Associate Engineer Electronics
09/2000 - 09/2004
Aligar Institute of Technology Karachi, Pakistan.

Designation: **General Accountant**

Company: S. Zia-Ul-Haq & Sons C-127, Block-9, Gulshan-e- Iqbal, Karachi, Pakistan.

May 07, 2005– July 17, 2007

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger
- Bank reconciliation

Designation: **Accountant**

Company: WAVETECH (PRIVATE) LIMITED 245-2-N, Block-6, P.E.C.H.S., Karachi-75400, Pakistan.

February 14, 2005 – May 06, 2005

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger
- Bank reconciliation

Designation: **Junior Accountant**

Company: Fishermen's Co-operative Society Ltd. Fish Harbour, West Wharf Road, Karachi 74000Pakistan - Karachi, Pakistan.

September 13, 2003 -September 17, 2004

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger

Designation: **Accounts Assistant**

Company: Marine & Industrial Control Equipment. Room#16, 1st Floor,Ebrahim Building, 20 West Wharf Road, Karachi-74000, Pakistan.

September 15, 2000–September 15, 2003

- Accounts Receivable
- Accounts Payable
- Cash Book

DECLARATION:

I consider myself familiar with above-mentioned Aspects & also confident my ability to work in team. I hereby declare that the information furnished above is true to the best of my Knowledge.

M. DANISH KHAN