



# NAZIR ULLAH KHAN

## ACCOUNTANT

### EXECUTIVE SUMMARY

To acquire a challenging position in a dynamic and well reputed organization which offers good opportunities and challenging work environment, Which in turn would help me in building my knowledge, experience and other communication skills.

### CONTACTS



Dubai , UAE



0502617389



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OR

nazirkhankpk877@gmail.com

### EDUCATION

#### ➤ University of Science & Technology Bannu

**M.COM**  
2021

#### ➤ University of Science & Technology Bannu

**B.COM**  
2018

#### ➤ GOVT Commerce College No.2 Bannu

**D.COM**  
2016

#### ➤ B.T.E Peshawar

**D.I.T**  
2018

### LANGUAGES

- ENGLISH
- URDU
- PASHTU

### WORK EXPERIENCE

#### Revenue office PESCO Bannu | Internee Accountant

April 2021-Jun 2021

Financial Data Analysis Account Reconciliation Billing and Invoicing Documentation and Record-keeping Financial Reporting Collaboration Customer Service Software Proficiency Compliance and Regulations Problem-solving

#### Revenue Office PESCO Bannu | Accountant

Jul 2021 - Jul 2023

Financial Management Budgeting and Forecasting Financial Reporting Tax Compliance Audit Preparation Process Improvement Team Leadership Software Proficiency Cross—functional Collaboration Risk Management Customer Relationship Management Achievements

#### Muslim Commercial Bank | Cashier

Jul 2023 — Mar 2024

Cash Handling Customer Service Financial Transactions Account Reconciliation Regulatory Compliance Cash Management Security Protocols Team Collaboration Attention to Detail Communication Skills Problem-Solving Technology Proficiency

### SKILL

- Management Skills
- Financial Analysis
- Accounting Skills
- Critical Thinking
- Communication Skill
- MS excel
- Tally Accounting
- Business Strategy
- Quantitative Skills
- IT Skills
- Time Management
- Quick book