

HARIS KHAN

Date of Birth: 16th Sep 1994

Domicile: Peshawar, Khyber Pakhtunkhwa

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Postal & Permanent Address: Mohallah Malik Abad, Village, Mashogagar, P.O Badabher, Peshawar.

Professional Profile:

Skilled Accounts Administrator with over two years' experience in supporting wide accounts and finance roles. A broad knowledge of accounts and bookkeeping, adept of putting financial records in Microsoft excel, Quickbooks and other accounting software's. Ability to verify the accuracy of accounts information.

Career Summary:

Sep 21 – Present. Little Eye Trading Co.Ltd.

Responsibilities:

- Maintained updated financial records, assisted in maintaining weekly account payable and receivables and prepared monthly and quarterly financial statements.
- Maintained Customers ledger and accounts.
- Carefully and accurately performed a variety of accounting, bookkeeping and official tasks.
- Performed accounting procedures and utilized accounting software's to perform different business transactions.
- Developing and maintaining strong relationship with Customers.

EDUCATION:

| Certificate/ Degree Division | Year | BOARD/UNIVERSITY | |
|---|-------------|----------------------------------|----------|
| BBA (Bachelor in Business Administration) | 2015-2019 | Institute of Management Sciences | GPA 2.74 |
| FSC (Pre-Medical) | 2012-2014 | ICMS College Hayatabad Peshawar | 76.27% |
| SSC (Secondary School Certificate) | 2012 | LIMS Hayatabad Peshawar | 72.76% |

Diploma and Certificates

| | Year | Institute |
|---|-------------|------------------------------------|
| Diploma in Information and Technology. | 2023. | Board of Technical Education Pesh. |
| Diploma in Effective Bookkeeping and Payroll. | 2022. | Alison Certification |

SKILLS:

Financial Analysis

Financial Reporting

Attention to detail

Microsoft Office

Quick Book

Bookkeeping and Payroll Management

Time management

LANGUAGES:

| | Understand | Read | Speak | Write |
|----------------|-------------------|-------------|--------------|--------------|
| English | Excellent | Excellent | Excellent | Excellent |
| Urdu | Excellent | Excellent | Excellent | Excellent |
| Pashto | Excellent | Excellent | Excellent | Fair |
| Chinese | Good | Good | Good | Good |

INTERESTS:

Volunteering

Travelling

Sports

Book Reading

