



CONTACT



Asadkhan106681@gmail.com



+92 3149925410



House no 16, sahib Zada Abdul Qayyum road I-8/3



12TH APR 2002

SKILLS

HARD SKILLS

- MS Office Suite
- ERP
- Microsoft GP Dynamic
- Financial Reporting
- Financial Statement
- Typing
- Cash Management
- Bookkeeping
- Data Entry

SOFT SKILLS

- Problem Solving
- Interpersonal Skills
- Teamwork
- Time Management
- Continuous Learning
- Decision Making
- Eagerness To Accept Responsibility

LANGUAGE

English

Urdu

Pashto

ASAD KHAN

Career Objective

An organized and creative professional with Proven Accounts-Finance & Management Skills and a desire to learn more. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

Work Experience

Accounts Officer

Falcon Management Private LTD

Mar 01, 2024 – Present

- Maintain and manage the general ledger accounts.
- Posting general entries as well as ensuring proper documentation and approval.
- Support in preparation of financial statements.
- Providing detailed analysis of variances in financial statements.
- Working On Weekly tasks as well as assisting in the month-end close process by preparing journal entries, accruals, adjustments.
- Preparing and providing necessary documentation for internal audit.
- Preparing Inventory report, Trial Balance, Bank JEs on weekly basis.

Account & Tax Trainee

Kaleem Arshad & Associates

July 01, 2023 to October 31, 2023

- Handling Reviewing Financial Statements of Companies.
- Assist in preparation of balance sheet, income statements and other financial documents.
- Enter financial data into accounting software. Maintain and update financial record.
- Assist in the preparation and filing of tax returns for individuals and businesses.
- Used IRIS FBR Portal for ensuring compliance with federal tax regulations.

Customer Sales Representative

Global Touch

August 01, 2020 to December 31, 2020.

- Handle outbound calls from customers to address inquiries, resolve issues and provide information.
- Accurately record customer information and interaction in our company database system
- Increased customer Engagement.

Academic Detail

Federal Urdu University, Islamabad

(2020-24)

Bachelor Of Business Administration (BBA)

Major In Finance

Islamabad Model (P-G) College Of Commerce H-8/4, ISB

(2018-19)

Intermediate In Computer Science (ICS)

Islamabad Model School For Boys Islamabad

(2017)

Matriculation

Academic Projects & Certificates

Financial Statements Analysis

Fauji Fertilizer Company LTD

Business Research Paper

Impact of Brand Image on Consumer Buying Behavior

Diploma in Information Technology (DIT) From Joher institute

Quick-books Intuit

Digiskills (DSTP 2.0-Batch-06)