## KHAQAN



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**CAREER SUMMARY:**

To perform at my level best in a challenging and active environment, where I can prove myself as a dynamic part of that environment. My goal is a long-term association with a strong and growing organization, which appreciates knowledge, dedication and hard working.

**EDUCATION:**

**Degree : Bachelor of Commerce (Honors) / Master of Commerce**

Completion Year: 2011

Institution: Hailey College of Commerce

University of The Punjab, Lahore, Pakistan

**Degree** : **Diploma in Commerce**

Completion Year: 2006

Institution: Punjab Board of Technical Education, Lahore, Pakistan

**Degree**: **Matriculation (Science)**

Completion Year: 2004

Institution: Board of Intermediate & Secondary Education, Gujranwala, Pakistan

**EMPLOYMENT HISTORY:**

1. **Company Name**: **B&B Food Industry**

Location: Gujranwala, Pakistan

Position: Accountant

Duration: 01, Oct, 2012 – 15, Dec, 2016

Key Responsibilities**:**

* Perform all accounting functions related to accounting cycle
* Daily cash posting in subsidiary ledgers
* Prepare invoices of customers
* Experience in preparing of monthly bank reconciliation statements
* Expertise in preparing of sales summaries
* Perform monthly cash audit and inventory count
* Ensuring all books of accounts are maintained properly
* Monitored and record all company expenses
* Expertise in reconciliation of receivables & payables with their respective statements
* Provide all details and information required to facilitate the auditing process
* Maintain material consumption and stock reports
* Debtors and creditors reconciliations
* Expertise in preparation of monthly schedule
* Involved in preparing of monthly management accounts.

**COMPUTER SKILLS:**

* Microsoft Office
* Strong in ERP softwares (Tally EPR.9 and Peachtree)
* Hyper Text Markup Language (HTML)
* Java Script
* Cascading Style Sheet (CSS)
* Internet Utilities

**PERSONAL SKILLS:**

* Self motivated and can act on own initiative
* Can quickly learn in a consultative and complex industry
* Excellent negotiation and problem solving skills
* Flexible with working hours
* Adaptable and have a positive attitude towards change
* Motivated, persuasive and goal orientated
* Attention to detail.
* Able to work under pressure
* Open minded and non-judgmental
* Excellent organizational and co-ordination skills

**LANGUAGES:**

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|  |  |  |  |
| Urdu |  |  |  |
| English |  |  |  |

**PERSONAL INFO:**

Date of Birth: 29th Dec, 1988

Marital Status: Single

Nationality: Pakistani