

# Khan Tahir

I am 24 years old, brought up in Hong Kong. I graduated from university of Bradford. BCS (Hon). Exceptionally well organized, responsible, punctual and ambitious, I am able to work well independently as well as cooperate effectively as a team player. I seek to learn and grow professionally through the process of working and challenging myself.

## Objective

I am looking for utilizing my knowledge and skill in order to gain more experience with professional spirit. I would like to work in a very professional environment. I am enthusiastic about working in the academic field.

## Personal Info



(+852) 56898360



tahirhkg@gmail.com

## Professional Skills



Computer:

MS Windows, MS Office,  
Internet Surfing, Email etc



Languages:

Fluent English  
Native Urdu , Hindi & Punjabi  
Basic Cantonese(Spoken only)



Typing Skills:

English 50 wpm



Interest

Reading Books  
Watching documentaries  
Net Surfing



Personality:

- Capability to perform well in difficult environments and under pressure
- Dedicated, hardworking and able to work as a part of a team
- Self-motivated and good interpersonal and communication skills
- Capable of taking care of customer service activities and also front office management

## Qualifications



University of Bradford (2015)

Bachelor of Accounting and Finance



Swedish Institute of Teleology (2009)

Diploma of Associate Engineer in Electronics Technology



Higher Secondary Level (2007)

Board of intermediate & Secondary Education, Rawalpindi

## Working Experience

### Islamic Kasim Tuet Memorial College 2016 (Discipline Teacher) Current Job

Duties: Assist the discipline head in developing a school discipline policy and handle administrative matters relating to student discipline work. Coordinate all functions organized by the school discipline team and participate in other functional team meetings to ensure that the concerns. Liaise with parents and students related to discipline issues. Monitor the use of resources allocated to school discipline work.

### Lavi's international 2012- 2014 (Accounting Assistant)

Duties: Process and reconcile a wide variety of accounting documents. Analysis of sales and cash flow budgeting. Survey operations to ascertain accounting needs and to recommend, develop and maintain solutions to business and financial problems

### Masha Trading Ltd 2009-2011 (Office Assistant)

Duties: Photocopy client's documents and help preparing other documents and handling large amounts of cash in between transactions. Other small duties were included in the job.