
KAMRAN AHMED KHAN

R-183, SECTOR: 11-C-2, SIR SYED TOWN,
NORTHKARACHI.

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❖ CAREER OBJECTIVE

To join a dynamic organization with a professional environment that offers excellent opportunity in terms of career, rewards & growth and thereby contributed to the success of the organization.

❖ EDUCATION

M.B.A	Hamdard University	Karachi	2005
E-ACCP/ C.I.T	APTECH	Karachi	2003
B.COM	Karachi University	Karachi	2001

❖ WORKING EXPERIENCE

January 01, 2015 – Till Now

SECUCON Pvt Ltd.

Accountant

- All work done regarding accounts.
- Made journal voucher entries.
- Made Bank reconciliation.
- Earn expertise in Microsoft Excel.
- Did work on formal letters.
- Earlier made dataentry for five years data.

January 01, 2010 – December 31, 2014

EZAN Supermarket

Supermarket Supervisor

- All work done regarding supermarket.
- Worked as an Accountant.
- Worked as a Purchaser.
- Worked as an IT-Manager.

May 01, 2008 – November 30, 2009

MCB Bank Ltd.

Trainee Officer

- Done all activities regarding the Centralized Operations.
- Done work in the clearing, account opening, foreign remittances.
- Done work in the inward and outward remittances.
- Major department the services done within i.e. Foreign Remittances.
- Worked on the banking software i.e. Symbols, Swift and In-house (Wire Transfer System)

April 01, 2006 – April 30, 2008

Phonetel Pvt. Ltd.
(Official Channel for SAMSUNG MOBILES)

City Manager

- Covered the whole city Karachi, means the whole markets of Karachi.
- Done many campaigns of the new sets of Samsung Mobile like Ultra-Series, E-250, X510 and their upcoming sets like C-300 and many more.
- Managing my whole team, as I selected and recruited my whole team.
- Done well regarding all jobs of the management.
- Done all the promotional works regarding the Samsung mobiles and their campaigns.

July 01, 2005 – February 28, 2006

Habib Bank Ltd.

Trainee Officer

- Worked at FINCON Division, Plaza Building Karachi.
- Worked in MIS-Budget, Balance Sheet, Accounts and Taxation department.
- Worked upon their Annual Report, Budgeting, Tax related issues, Accounts.
- Worked on their different presentations forwarded to AKFED.

❖ COMPUTER SKILLS & INTERESTS
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- Proficient in the use of Microsoft Office (Excel, Access, Word, Power Point, Outlook Express)
- Well acquainted with the use of email, web browsing techniques & installation of Windows.
- To play badminton and listen music.

❖ REFERENCE

Furnish as per request.