

## SALMAN KHAN (ACCOUNTANT)



DHA Phase-2, Islamabad.

+923120395333 • khan60360@gmail.com

## CAREER OBJECTIVE

To obtain a position as an Account Trainee where I can utilize my education and skills in accounting and finance to gain hands-on experience and further develop my knowledge and abilities. I am eager to work in a dynamic environment where I can contribute to the financial success of the organization while learning from experienced professionals.

## EDUCATION

YEAR	EDUCATION LEVEL	BOARD/UNIVERSITY	GRADE/CGPA
2016-2018	SSC	AKU-EB, Karachi (MPHSS).	70%
2018-2020	HSSC	AKU-EB, Karachi (MPHSS).	65%
2020-2024	BS Accounting and Finance (7th Semester)	International Islamic University, Islamabad.	3.20

## WORK HISTORY

### NAVTTC TRAINING

#### Training at ICMAP

**March 2022-August 2020 (6 Months)**

As a trainee I learned about accounting software e .g QuickBooks, Peachtree and Xero. I also learned Advance Excel and also gain knowledge about Financial Modelling.

### OPTIMA BUSINESS CONSULTING

**August 2022- September 2022 Internship (1 Month)**

During internship at Optima business consulting firm I have to work with Team members on different projects assign by manager. As a team member I did Audit of different national and international companies and firms and also maintaining their accounts using QuickBooks and Xero.I have also work on MS Excel to make Dashboard for a company.

## ADDITIONAL COURSES

- |                      |   |
|----------------------|---|
| ❖ CCNA               | Corvit Systems, Islamabad.                |
| ❖ MSCE               | Corvit Systems, Islamabad.                |
| ❖ Creative Designing | NFTP at International Islamic University. |

## SKILLS

- ❖ Strong interpersonal and communication skills.
- ❖ MS Office
- ❖ QuickBooks
- ❖ Graphic Designing
- ❖ Tally 9

- ❖ Peachtree
- ❖ Canva Designing

## ACHIEVEMENTS AND AWARDS

- ❖ House Prefect at College level
- ❖ Entrepreneurial Drive 2021

## MEMBERSHIPS

- ❖ Additional secretary at Wall of Hope (Rawalpindi Chapter).
- ❖ Ambassador at Business Incubation Center, IIUI.
- ❖ Ambassador at Act of Kindness, Islamabad.
- ❖ Volunteer at Alkhidmat Foundation.
- ❖ Volunteer at Shifa Foundation, Islamabad.

## HOBBIES

- ❖ Playing Cricket,
- ❖ Reading Books,
- ❖ Volunteering,
- ❖ Cooking.

## REFERENCES

References available upon request.