

Aqdas Khan



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OBJECTIVE:

To pursue a career in dynamic organization this provides me excellent working experience for character building, development of managerial and technical skills in highly competitive and professional environment.

Professional Experience # 1

Organization :	Haji Mohammad Aslam & Sons (HMA)
Organization Type:	Pvt Ltd Co.
Experience:	1.8 Years
Designation:	Accounts Officer
Tenure :	07th Jan 2016 to 09th of Aug



Description of Duties

- Maintain Party Ledger
- Bank Reconciliation Statement
- Maintain Payroll Sheet & Deducting withholding tax on Payroll
- Maintain Day book
- Preparation of Expense Analysis Sheet
- Performing duties of Front desk Officer when required

PROFESSIONAL CERTIFICATION & ACADEMIC EDUCATION:

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	B.COM	Punjab University	Commerce	2015
2	I COM	Lahore Board	Commerce	2013
3	Matriculation	Lahore Board	Arts	2011

COMPUTER SKILLS AND OTHER ABILITIES:

	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Word Processing	Above Average	Currently Using
2	Soft Presentation	Above Average	Currently Using
3	MS Excel	Above Average	Currently Using

PERSONAL INFORMATION:

Date of Birth : 12 November, 1994

Address : House # 80, Street # 17, Mohalla Usmania Begum
: Pura Lahore.

Father's Name : Nauroz Khan

CNIC No. 35201-2118003-8

Language Competency Urdu, Punjabi

Reference

Will be provided on demand

