

Professional biography by me

Irfan Aziz Khan

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Objective

To join a dynamic and progressive organization for a challenging position, offering ample opportunities for diversified exposure, enhancement of professional skills and carrier growth.

Profile

- ➔ Excellent analytical and problems solving skill.
- ➔ Fast learner, with the high degree of attention and commitment to work.
- ➔ Assist the superior officers at large.

Technical Qualification

- ➔ MS Office
- ➔ Internet e-mail
- ➔ Web Browsing

Accounting Software

- ➔ Quick book
- ➔ Pastel Ver. 11,12,
- ➔ Telly Sheet
- ➔ Sega Evolution
- ➔ Fox Pro

Academic Qualification

- ➔ Matric with Science Group.
- ➔ Intermediate with Commerce
- ➔ Bachelor of Commerce (Accounts)
- ➔ Post Graduate Diploma (Finance)
- ➔ MBA (In Progress)

Professional Qualification

- ➔ Certificate professional Manager in Corporate Finance From
Pakistan Institute in Modern Studies (PIMS)
- ➔ Certificate professional Accountant From
Pakistan Institute in Modern Studies (PIMS)

Professional Experience

- ➔ **Working as Junior Accountant as FVG Milling (Zambia) (2004 to 2006)**
- ➔ **Working as Finance Executive in target Marketing(2007 to 2010)**
- ➔ **Sales Tax**
- ➔ **Ngucha Energy Corp. Limited .as a Financial Accountant (2011 to 1 February) my duties are as follow(Zambia)**
 1. **Cash Book :Update & posting of transaction & cash book reconciliation preparation of bank reconciliation statement, petty cash management, Receipting sales payments etc**
 2. **Creditors: Posting of purchase to general ledger, preparation of creditor statements, creditors reconciliation statements, Preparation of creditor payments, Etc**
 3. **Debtors: Posting of sales to general Ledger, preparation for debtor statements, debtors reconciliation statements, confirmation debtors balance etc.**
 4. **Sales Administration: Cash sale posting to general leadger, Monitoring, Reconciliation, Deposit verification, daily sale summary reports etc.**
 5. **Management Reports: Monthly Financial Reports, Trial balance, Management Accounts, Cash flow Statement Etc**

Languages English and Urdu

Personal Details

- ➔ **Father's name** **Aziz Ahmed Khan**
- ➔ **Date of Birth** **31-01-1985**
- ➔ **Religion** **Islam**
- ➔ **Nationality** **Pakistani**
- ➔ **Marital Status** **Married**
- ➔ **NIC Number** **42201-0427644-1**

