

Curriculum Vitae

MUHAMMAD MUQIM KHAN (**Accountant**)

I have my Own Employment Visa (December 2021 to December 2023)

Contact: 📞 0566746408-0566621060

Objective

I seek a challenging career that utilizes my skills and abilities and gives a chance to work in a professional environment. My area of interest is to excel in the field of Finance and Audit; I will offer my services to the best of my capabilities.

Personal Information

Father's Name	:	Hakim Khan
Date of Birth	:	23 rd March 1995
Religion	:	Islam
Nationality	:	Pakistani
NIC No	:	17301-1541398-5
Marital Status	:	Married
Domicile	:	Peshawar, Pakistan

Contact Information

Address	:	Al Qasmia Near Babul Noor Tower, Sharjah UAE
Mobile #	:	0566746408 0566621061
Email	:	muqim.khan5@gmail.com

Academic Qualification

B.com

University	:	University of Peshawar	Session: 2016-2017
Major Subject	:	Accounting	

H.S.S.C

Board	:	BISE Peshawar	Session 2012-2013
Major Subject	:	Economics, Statistics	

S.S.C

Board	:	BISE Peshawar.	Session: 2010-2011
Major Subject	:	Science	

EXPERIENCE

WORK AS ACCOUNTANT AT TANAWAL SPORTS (MANUFACTURER)

I have joined tanawal sports as a finance manager from July 2017 to March 2018, during my tenure at tanawal sports i have perform the following duties:

- Preparation of Cash Book
- Preparations of General Ledger
- Inventory Control Ledgers
- Preparation of Trial balance , Profit and loss and balance sheet
- Involve in the costing of various products
- Preparation of vouchers
- Involve in the Export of company products
- Assisting the audit team in conducting annual audit
- Preparation Bank Reconciliation Statements

WORK AS ACCOUNTANT AT QASR KHAIBAR USED CARS UAE (TRADERS)

I have joined Qasr Khaibar Used Cars as a finance manager from March 2018 to July 2020, during my tenure at Qasr Khaibar Used Cars i have perform the following duties:

- Preparations of Imports Documents
- Preparation of Cash Book
- Preparations of General Ledger
- Inventory Management and preparation of Inventory Control Accounts
- Preparation of Trial balance , Profit and loss and balance sheet
- Involve in the costing of various products
- Preparation of vouchers
- Involve in the Export of company products
- Assisting the audit team in conducting annual audit
- Preparation Bank Reconciliation Statements

WORK AS FINANCE MANAGER AT I.S TISSUE PAPER COMPANY (MANUFACTURER)

I have joined I.S Tissue Paper Company as a finance and General manager from August 2020 till Aug 2021.

During my tenure at I.S Tissue Paper Company i have perform the following duties:

- Involve in the management of the company
- Preparing Budgeting statement and plans for achieving the same
- Preparation of Cash Book
- Preparations of General Ledger
- Inventory Control Ledgers
- Preparation of Trial balance , Profit and loss and balance sheet
- Involve in the costing of various products
- Preparation of vouchers

- Preparation Bank Reconciliation Statements

Computer Skills

- Ms excel
- Ms word
- Ms Power point

Communication Skills

- English
- Urdu
- Pashto

Hobbies

- Playing Games
- Watching Movies
- Reading Book