

Muhammad Ayaz Khattak

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PROFESSIONAL SUMMARY

Analytical & detail-oriented financial experienced in coordinating, planning, and supporting daily financial functions. Offering expertise in delivering office and administrative support by applying strong organizational, technical, communication & customer service skills. An outstanding communicator and team leader with strong interpersonal skills. Seeking to thrive in a demanding, deadline-driven environment.

SKILLS

- Cash Flow analysis
- Accounts payable & receivable
- Written and interpersonal communication
- Account reconciliation
- Budget analysis
- Financial administration

WORK HISTORY

Finance Manager

**Abaseen Foundation Deans Trade Centre,
Peshawar Cantt, Khyber Pakhtunkhwa**

- Collecting, interpreting and reviewing financial information.
- Responsible for financial functions including the review of systems of internal controls and financial procedures and provide advice regarding all financial matters.
- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Monitor and manage all expense within the allotted budget.
- Monitor the day-to-day financial operations, such as payroll, invoicing, and other transactions.
- Generate monthly financial reports related to, expenses and ensure accurate calculation and distribution of salaries among employees.
- Manage the accounting system including accounts payable, cash flow projection, credit and corrections to contribute to overall financial and performance results.
- Ensure efficient running of the accounting and information department.

Admin/Office Assistant

14/11/2011 to 10/08/2016

**The Bank of Khyber (Head Office)
Peshawar, Khyber Pakhtunkhwa**

- Prepare statistical financial and administrative reports to board members, bank executives, internal and external auditors and for audit finance committee.
- Responsible for collecting all transactions receipts at the end of the day and generating a report for management.
- Reviewed and edited loan agreements to promote efficiency and accuracy.
- Consulted with representatives of regulatory agencies to complete accurate filings and uphold strict compliance.
- Collaborate with various executive office personnel to ensure that the schedule and routine administrative duties are executed with quality and within timelines.
- Arrange boarding and lodging for bank executives and also for government

- officials.
- Performed administrative tasks such as record keeping, writing correspondence and gathering materials.

EDUCATION

PhD Scholar (Finance)

Qurtuba University of Science & Information
Technology, Peshawar

- In progress

MS-Finance 2018

City University of Science & Information Technology, Peshawar
Khyber Pakhtunkhwa

- CGPA 3.4/4.00

MBA-Finance 2010

Institute of Business & Management Sciences, Agriculture University
Peshawar, Khyber Pakhtunkhwa

- CGPA 3.12/4.00

Bachelor of Science 2008

Government College Peshawar, Khyber Pakhtunkhwa

- Double Maths & Physics

FSC 2006

Government College Peshawar, Khyber Pakhtunkhwa

- Pre-Engineering

SSC 2004

Islamia Collegiate School E/M Peshawar
Khyber Pakhtunkhwa

- Science

PUBLICATIONS

Zain Ullah, Alam Rehman, & M. Ayaz Khattak (2017). Risk tolerance and investment paradigm of Individual investor. City University Research Journal Volume 07 Number 02 July 2017 PP 254-27.

Muhammad Ayaz Khattak (Locus of control, risk tolerance and risky investment intention mediated by financial literacy. Accepted for onward publication in "Journal of Management review, 2019.

REFERENCE

Available on request.