



D.O.B: 01-01-1998

AKHMAS KHAN

ACCOUNTANT / ACCOUNTS & ADMIN OFFICER

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🏠 Permanent Address: Shabbir Town, PHA Flat, Raiwind Road, Lahore.

To become an active member of dynamic team of the organization accept challenges, contribute to organizational goals & further improve my professional skills & to become master in my field.

EDUCATION

Master of Commerce (M.Com)

GCMS Mansehra (Hazara University)
2018-2020

Bachelor of Commerce (B.Com)

GCMS ABBOTTABAD (AUST)
2015-2017

SKILLS

- Office Automation
- Accounts Software's
Business Manager
- Outlook for mailing

CERTIFICATION

- Diploma in Information Technology
(ONE YEAR)
Board of Technical Education
Peshawar (BTE) 2015

LANGUAGES:

- Urdu
- English

WORK EXPERIENCES

ACCOUNTS & DBMS OFFICER

HR METRICS, ISLAMABAD

Dec 2020 – Nov 2022

- Preparing accounts and tax returns.
- Monitoring spending and budgets.
- Auditing and analyzing financial performance
- Maintaining financial records.
- Handling accounts payable and receivable.
- As DBMS providing Data Extraction, Transformation, and Loading.
- Specialized Data Handling.
- Database Backup and Recovery

ACCOUNTANT / SALES ASSISTANT

BAKHTER OPPO MOBILE

(Cell Phone Distribution Agency Ltd), MANSEHRA

Aug, 2019 – Nov, 2020

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations with different types of applications and accounts software such as BUSINESS MANAGER.
- Work on RMS by INFINIX MOBILE PAKISTAN. (Part Time)

CUSTOMER SUPPORT EXECUTIVE (CSE)

Pakistan Telecommunication limited PTCL, LAHORE

March, 2018 – Nov, 2018

- Used ORACEL (SIBEL CRM) and other software tools to create documents and other communications directly for customer support.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting and company software WFM (WORK FORCE MANAGEMENT)
- Stayed updated with latest marketing concepts and techniques (as per company's policies).

WORK WITH AN ORGANIZATION WHICH IS CERTIFIED UNDER ISO 1009-2015