

RASHID KHALIQ

Contact: 92343-8863197 , 0317-5899101

Email: rashid_virgo27@yahoo.com

NIC: 17301-3850151-1

Address: Peshawar, Pakistan.

OBJECTIVE

Seeking a challenging position with a dynamic organization, where I can utilize my finance, audit & analytical skills efficiently, with an aim to contribute towards achievement of its objectives and an overall aim to enhance my professional skills.

PROFESSIONAL PROFILE

Highly organized and detail oriented, offering expert services. Ability to act as an intrinsic member of teams providing financial reporting, analysis, reconciliations, and auditing services as well as cash management. Proficient in time sensitive situations and high pressure fast-paced environments, Trustworthy with confidential and sensitive information.

SKILL PROFILE

- Excellent communication & presentation skills
- Ability of work independently as well as team member
- Strong analytical and excellent problem-solving skills
 - 45 words per minute typing speed
 - Leadership, problem solving & public dealing skills
 - Proven skill of working under pressure and meet deadlines

COMPUTER & OTHER SKILLS

- Microsoft Office skills (MS Word, Excel)
- QuickBooks Accounting Software.
- Blue Byte Accounting Software.
- Good Communication & Attentive Listening Skills.
- Ability to think critically and work under high pressure.
- Team leader and well organized.
- Freelancing course
- Creative writing course
- Fox pro Accounting Software and SAP Software
- Full command over computer Hardware & Installation of all kind of software's

EMPLOYMENT HISTORY

Position	Employer	Period
Internal Auditor	R-Sheen	August 2019 to May 2021
Administrator / Coordinator	The Muslim High school & College	7 months
Internal Auditor	CIELWOOD Works (PVT) Ltd	Dec 2018 to June 2019
Internal Auditor	AYS Electronics	2 years and 7 months
Accountant / Admin Officer / Vice principal /	Areen's Generation School & College	5 years
Account Officer / Store IN- charge	Zoretz Investment Zimbabwe	September 2009 to Dec 2009
Accountant	Natural Foods Zimbabwe	September 2009 to Dec 2009
Accountant / Recovery Officer	Shiraz Hotel & Hostel	1 year and 2 months

QUALIFICATIONS

M.B.A	CECOS University Peshawar
B.Com	University of Peshawar
D.Com	N.W.F.P Board of Technical Education Peshawar
MATRIC	Peshawar Board

PROFESSIONAL ACHIEVEMENTS

- Best Teacher for the Academic Session 2014 - 2015
- Best Employee of the Year 2015 - 2016
- Best Administrator of the Year 2015 - 2016

LANGUAGES

- ENGLISH
- URDU (Native)
- PUSHTO

REFERENCES

References will be furnished upon request.