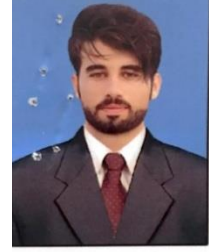


Abdul Qadeer Khan

0332-9453397

Qadirxhan123@gmail.com

Accountant & HR manager equipped with extensive knowledge in financial tools and day to day journal records. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve financial operations, increase efficiency, and reduce costs.



Education

2014 to 2016
Degree: Matric (Science)
Institute: Hira School and College
Mamash khel, Bannu.
Marks Obtained: 842/1100
Grade: A

2016 to 2018
Degree: Intermediate (D.COM)
Institute: Govt. College of Management Science No.1, Bannu.
Marks Obtained: 881/1200
Grade: A

2018 to 2022
Degree: BS in Commerce (Accounting)
Institute: Govt. College of Management Science No.1, Bannu.
Marks Obtained: 3.54/4.00 CGPA
Grade: A+

2017 to 2018
Diploma: DIT
Institute: Govt. College of Management Science No.1, Bannu.
Marks Obtained: 1073/1400
Grade: B

Experience :

5 months experiences on 111 JAZZ Helpline at IBEX GLOBLE ISLAMABAD.

- Teaching Experience at HIRA school and collage Mamash khel Bannu.
- 2 Months Internship in KHYBER BANK Bannu.

Skills:

- PeachTree (Expert)
- MS Office (Expert)
- Communication (Professional)
- Accounts Handling

Personal Info

CNIC #: 11101-3532764-1
Father Name: Sardar Khan
Date of Birth: 22 March 2001
Address: Khadi Khel Noghari
Mamash Khel, Bannu.

Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective accounting
- Organizational capacity
- Operability and commitment
- Ability to motivate himself

Languages

- Urdu (Professional)
- English (Intermediate)
- Pashto (Native)