

Arslan Nawaz Khan

Accounts and Finance Professional



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House no.149B, near Allied Bank, Jinnah Town, Quetta, Pakistan.

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Personal Statement

Dependable and problem-solving individual. Pursuing high-yielding opportunities to grow in a professional manner.

Work Experience 2.5 Years + (The Building Consultants)

Finance Manager (2021-On-going)

Duties and responsibilities

Budgeting: Creation of budgets upto PKR 2 million of various projects (rennovation and construction).

Credit Handling: Dealing with creditors. Making sure all the outstanding amounts are received on due time.

Procurement: Purchase of materials within due time to make sure the work is in progress.

Financial Reporting: Reporting all the financial data to the director on a weekly basis.

Journal Vouchers: Creation of vouchers to help keep track of all the purchases.



Education (COMSATS University Islamabad)

Bachelors of Science in Accounting & Finance (2017-2021)

Essential courses and projects completed

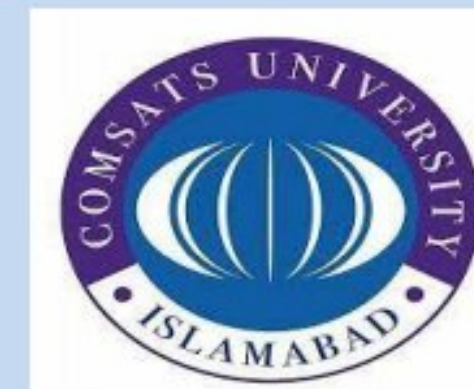
Accounting: Cost, Financial, Managerial and Advanced.

Finance: Financial Management, Business Finance, Islamic Banking, and Financial Management.

Virtual Internship at the National Bank of Pakistan.

SWOT Analysis of Dominos Pizza.

Taxation System of Pakistan.



Skills

Microsoft Excel.

Microsoft Power BI.

Microsoft PowerPoint.

Bank Reconciliation.

Procurement.

Budget Creation and Cash Handling.



Languages

English (Fluent)

Urdu (Native)

Balochi (Native)

Pashto (Intermediate)

Sindhi (Intermediate)