

FAWADULLAHKHAN

CELL: 0307-0055881|EMAIL:fawadfaadi20@gamil.com
V.P.OMALAKWAL, DISTRICT TALAGANG

CARRER GOALS

To work in professional environment this provides me with ample Opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.

EDUCATION

Master in Accounting &Finance

Virtual University of Pakistan

Relevant Course work: Advance Accounting, Cost accounting, Financial Accounting

CurrentGPA: 3.34|2023

Bachelor of Commerce (B.com)

Punjab University of Lahore

Relevant Coursework: Accounting, Commerce, Banking, Finance,

Grade|division1st|2020

EXPERIENCE

AAA TRADERS

FEB 2022 – APRIL 2023

ACCOUNTANT

Description:

- Preparation of financial statements
- Managing receivables and payables.
- Handling cash
- Maintaining books of accounts

NAVTAC

June2023–september12, 2023

Teacher of Office Automation| QuickBooks |Peachtree

Description:

- Office Automation Instruction: Proficient in teaching a comprehensive course on office automation using QuickBooks and Peachtree accounting software.
 - Hands-on Learning: Experienced in designing and facilitating practical, interactive learning experiences that enable students to gain practical skills.
 - Assessments and Case Studies: Skilled at implementing effective assessments and incorporating real-world case studies to reinforce learning outcomes.
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SKILLS

✚MS Office
✚QuickBooks
✚Peachtree

✚Financial management
✚Bookkeeping
✚Communication skills
