



HIDAYAT ULLAH KHAN



CONTACT INFORMATION

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MALE

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OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.



SKILLS

MICROSOFT OFFICE



ENGLISH



URDU



PUSHTO



INTERESTS

- cooking, travelling, music, reading books etc



EDUCATION

2017
↓
2021

**U.S.T BANNU
BS COMMERCE**

2017

**BTE PESHAWAR
DCOM**

2012

**BISE BANNU
MATRIC**



WORK EXPERIENCE

1 YEAR

**BANNU ACCOUNT OFFICE
ACCOUNTS OFFICER**

market surveys, analyzing financial information, purchases and preparing financial reports, keeping assets record and reconciling budget and expenses within the organization

1 YEAR

**PRIVATE ORGANIZATION
COMPUTER OPERATOR**

Monitor and control computer and electronic data processing equipment according to standardized operating instructions. They are tasked with managing and improving a company's network performance by troubleshooting hardware and software problems

2 YEAR

**NATIONAL ACADEMY
CLERK**

perform a variety of clerical and administrative duties such as answering the telephone, typing documents, filing, and liaising with clients. They are also known as general office clerks, administrative assistants, receptionists and office assistants.



CERTIFICATIONS

2020

MEDICAL DIPLOMA

2017

PTC FROM AIOU

2017

DIPLOMA IN INFORMATION TECHNOLOGY

2018

STRESS MANAGEMENT WORKSHOP

2019

TIME MANAGEMENT SEMINAR



REFERENCES

Reference will be provided on request



HONORS & AWARDS

- 2019 EMPLOYEE OF THE MONTH
- 2019 EXCELLENCE AWARD
- 2021 VOLUNTEER AWARD