



MIR BAZ KHAN



Finance Officer

OBJECTIVES

An ambitious individual who is keen on pursuing career opportunities within this field so that I am able to make optimum utilization of all relevant skills & qualification gained through educational background & professional experience alike towards any given objectives set forth by employers / organizations.

Experience Record

FINANCE OFFICER

Development in Literacy (DIL), Islamabad, Pakistan

MARCH 2023 _Present

- Keep accurate records for all daily transactions and prepare vouchers. ie BPV, BRV, CPV&JV in accounting software.
- Prepare balance sheets. Monthly, quarterly and annual financial reports. Review and Process invoices, Bills, Purchase Requisition, GRN etc. Record accounts payable and accounts receivable
- Update internal systems with financial data in accounting software.
- Reconcile bank statements. Participate in financial audits
- Assist with budget preparation. Review and implement financial policies
- Keep a proper track record of staff leave and Review of staff time sheets and timely submission of payroll processing.
- Ensure and maintain efficient filing system.
- Convey all the required instructions and policies of the organization to the staff.
- Maintain books of account and maintain vehicle logbook.
- Ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Any other duty assigned by Manage Finance and Director Finance

ADMIN AND FINANCE ASSISTANT CUM OFFICER

ZIMS SECURITY PVT LTD, PESHAWAR

MAY 2018 –FEB 2023

- Preparing Bank Reconciliation Statements.
- Process Client invoices and payment.
- Maintains day-to-day administrative, logistical, and procurement, including maintaining regular supplies, events management, transportation, and accommodation arrangements staff etc.
- Record accounts payable and accounts receivable
- Managing and verifying petty cash reports.
- Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner.
- Operating copy equipment, fax machines, printers or other equipment necessary.
- Any other duty assigned by Manage Operation and General Manager Finance

DISTRICT SURVEY FIELD SUPERVISOR

Bureau of Statistic, KPK

DEC 2016 – APRIL 2018

- Arrange meeting with concerned society stakeholder before survey. Arrange proper vehicle for survey staff.
- Maintain logbook of vehicle for fuel record on daily basis. Distribute work among all survey team equally.
- Collect all survey data and prepare daily and monthly report and share with Head Office.
- Any other duties assigned by district Secretary from time to time.



CONTACT



Permanent Address:

**Mohallah Ghazi Khan Khel Village
Abba Khel District Lakki Marwat**



Current Address:

Satellite Town Rawalpindi



0331-6688566

0313-6688566



mirbazkhanmarwat1100@gmail.com

SKILLS

Accounting



Accounting Software (Siddat Haider)



MS Office (Word, Excel)



Auditing and Budgeting



Financial Analysis and Reporting



COMMUNICATION



PERSONAL INFORMATION

Father Name: Mir Salam Khan

CNIC: 11201-8294983-9

DOB: February 10, 1985

Material Status: Married

Domicile: Lakki Marwat

Religion: Islam

LANGUAGE

ENGLISH (Intermediate)

PASHTO (Mother Language)

URDU (Language)

SHORT COURSES

MS Office 18 Months Course

Peach Tree 03 Months Course

Quick Book 03 Months Course

HOBIES

Football

Internet

Book Reading

REFERENCE

References available upon request.

DISTRICT SURVEY FIELD ENUMERATOR CUM SUPERVISOR

Prime Foundation, KPK

MAY 2015– DEC 2016

- By collecting all documents from Coordinator before survey i.e Name List, Survey Forms, and Maps of village as per approved list and handed over to coordinator after completion of Task.
- Arrange meeting with concerned society stakeholder before survey and health Camp. Arrange proper vehicle for survey staff. Maintain logbook of vehicle for fuel record on daily basis. Distribute work among all survey team equally. Collect all survey data and prepare daily and monthly report and share with Head Office.
- Any other duties assigned by district Secretary from time to time.

ACCOUNT CUM OFFICE ASSISTANT CUM COMPUTER OPERATOR

Lucky College of Education and Research Lakki Marwat, KPK

APRIL 2014– APRIL 2015

- Overseeing Clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining Files and answering phone calls. Recording and filing cash transactions. Invoice processing and filing.

OFFICE ASSISTANT CUM COMPUTER OPERATOR

Gomal University Dera Ismail Khan, KPK

APRIL 2012– APRIL 2014

- To overseeing all clerical tasks, such as sorting and sending mails and record data in computer in soft record.
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining record of all assets in asset books and maintaining all staff personal files record. Maintain office staff attendance.

ASSISTANT CUM COMPUTER OPERATOR

Paniyala Degree College, Dera Ismail Khan, KPK

OCT 2010– OCT 2011

- Develop and maintain a filing system and Order office supplies Provide information by answering questions and requests
- Maintain computer and manual filing systems
- Replv to email, telephone. or face to face inquiries

ADMIN CUM HEAD TEACHER

Saang Public School Dera Ismail Khan, KPK

➤ MAY 2006– MAY 2008

- Answer and direct phone calls and maintain contact lists
- Provide information by answering questions and requests
- Maintain computer and manual filing systems



Education

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|--------------------|---------------------------|------|
| • MBA (Finance) | Gomal University D.I.Khan | 2008 |
| • BBA (Finance) | Gomal University D.I.Khan | 2004 |
| • FSc (Pre Eng) | BISE Bannu | 2003 |
| • SSC (Sceince) | BISE Bannu | 2001 |
| • D.I.T (Computer) | TTB Peshawar | 2017 |