

**MUTTAHER ULLAH KHAN**

S/O
ALIF GUL

NIC: 11101-9733520-1

Domicile: Bannu

Date of Birth:

10-05-1989

HOME ADDRESS:

Village & P/O Ismail Khel
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References:

Are available on request

CAREER OBJECTIVE

A full time purposeful position in a dynamic organization that confederate opportunities of professional growth, performance improvement, though training & vocational recognition and challenging assignment.

ACADEMIC & SCHOLASTIC QUALIFICATION

M.COM (Accounting)	University of Science & Technology Bannu	2010- 2014	71%
B.Com	University of Science & Technology Bannu	2008-2010	55%
D.Com	Govt, College of Commerce& Management Sciences Bannu	2005-2007	63%
S.S.C	GOVT.H.S Ismail Khel Bannu	2004-2005	56%

PROJECTS

- Internship report on “BANNU WOOLLEN MILLS LTD”
- Financial Analysis of “BANNU WOOLLEN MILLS LTD”.
- SWOT analysis and SWOT Matrix Interpretation of “BANNU WOOLLEN MILLS LTD”.

PROFESSIONAL EXPERIENCE

- **1. Worked as Computer Operator/Assistant in Pakistan Post Office (EMTS Project) From; 01/05/2015 to 31/01/2021.**
- **2. Worked as an Account Assistant at BANNU WOOLLEN MILLS LTD from 01-01-2013 to 28-04-2015**

Worked in Five Sections:

- HR& Admin Department
- Cost Department
- Finance Section
- Store Section
- Account Section
- Preparing Journal
- Preparation of General Ledger
- **3. Working as Computer Operator/Assistant in Al-Qaim Children Academy Bannu from 05/02/2021 to date.**
- **4. Worked as a Community Outreach Worker at Relief Pakistan (NGO).**

TRAINING

Training Of CMAM, MUAC, OTP, SFP, Nutrition

PROFESSIONAL CERTIFICATES

1. DIT from Sarhad University.

COMPUTER SKILLS

- Knowledge of Internet.
- Email Use. .
- Knowledge of MS Office.
- Window driver & software installation