

Mohammad Jalal Khan

Accountant And Data Analyst

To become a part of a dynamic group where I may further explore the skills and capabilities which I gained in academic career and in professional career up till now, I want to enhance and improve learned skills by working with a reputable organization.



Contact

Address

Peshawar, Pakistan, 25000

Phone

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E-mail

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Skills

Intuit	●●●●●
QuickBooks	Excellent
Microsoft Office	●●●●●
	Excellent
Google Studio	●●●●○
	Very Good
Data analysis	●●●●●
	Excellent
Data Verification	●●●●●
	Excellent
Project and Team Management	●●●●○
	Very Good
Financial Management	●●●●○
	Very Good



Work History

2018-12 -

Current

Data Usage and Risk Assessment Officer

Professional Employers Pvt Ltd , Peshawar, Pakistan

- Identifying and gathering data from variety of sources, including databases, spreadsheets, and online platforms.
- Cleaning and organizing data to ensure accuracy and completeness.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements
- Organized data into multiple spreadsheets to streamline data
- Used accounting software to prepare weekly and monthly financial reports
- Analyzing data using statistical techniques and software tools, such as Excel
- Visualizing data using charts, graphs, and other visualization tools, such as Google Studio and Power BI.
- Reviewing data for inconsistencies and anomalies before generating analytical outputs
- Presenting findings to stakeholders through reports, presentations, and other forms of communication.
- Collaborating with cross-functional teams to identify areas for improvement and develop data-driven solutions.
- Working as focal person for data requests from partners, Government and other stakeholders
- Providing recommendations for business decisions

Excellent
communicati
on skills

●●●●●
Excellent

Languages

English (Fluent)

Urdu (Native)

Pashtu (Native)

2015-09 -
2018-12

Data Verification Associate

Micro Merger Pvt Ltd, Peshawar, Pakistan

- Reviewing data for accuracy and completeness, using variety of methods such as manual verification and automated checks
- To share data focal point for gathering, compilation of data from field staff
- Timely Share data and analysis with District Coordinator
- Collate and analyze campaign data, monitor feedback from field staff reports updates during campaigns
- Identifying and correcting errors in data
- Maintaining and updating data in databases and systems
- Working with cross-functional teams to ensure data is properly collected, stored, and used
- Communicating with internal and external stakeholders to resolve data issues
- Developing and implementing processes and procedures for data verification
- Ensure discussions and decisions lead toward closure Maintain healthy group dynamics
- Encourage creativity, risk-taking, and constant improvement
- Analyze and resolve technical and application problems
- Staying up-to-date with industry trends and emerging technologies related to data management.

2014-02 -
2017-04

Accounts Assistant

Sarhad Board and Chemicals Pvt Ltd Peshawar, Peshawar, Pakistan

- Maintaining financial records and documents, including invoices, receipts, and statements
- Assisting with the preparation of financial reports, such as balance sheets and income statements
- Managing accounts payable and accounts receivable
- Reconciling bank statements and tracking expenses
- Providing support for budgeting and forecasting activities
- Assisting with the audit process by preparing and organizing documents
- Maintaining accurate and organized records of financial transactions
- Assisting with the implementation of financial systems and processes
- Providing general office support, such as answering phone calls and responding to emails.

Audit Trainee

Baker Tilly Mehmoood Idress Qamar Chartered Accountants , Peshawar, Pakistan

- Developed understanding of company audit methodology, approach and tools while working under supervision of licensed auditors.
- Proofread audit and tax reports and year-end financial statements to verify accuracy.
- Compiled general ledger entries on short schedule with 100% accuracy.



Education

**2014-05 -
2017-11**

MBA: Finance

INSTITUTE OF MANAGEMENT SCIENCES - Peshawar, Pakistan

**2009-11 -
2014-01**

BBA: Accounting And Finance

INSTITUTE OF MANAGEMENT SCIENCES - Peshawar, Pakistan

**2006-08 -
2009-08**

HSSC: Computer Science

Fazaia Degree College - Peshawar, Pakistan

**2004-03 -
2006-07**

Matriculation

*Govt Centennial Model High School - Peshawar,
Pakistan*



Certifications

2017-08

Quickbooks

2022-08

Data Analytics and Business Intelligence

2022-12

Virtual Assistant