

Curriculum Vitae

Muhammad Danish Khan

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CAREER OBJECTIVE

To make career in a growing and dynamic organization, putting my theoretical knowledge into practical form, and achieved organization goals as well as my own professional growth in the fields of Accounting, Finance and commerce.

PERSONAL INFORMATION

Father's Name:	Masood Anwar Khan
Birth Date:	1 st September 1992
Gender:	Male
Local:	Pishin
Marital Status:	Single
Address:	House No 2, Makkah Street Block No 5 Satellite Naseerabad Road Quetta.

QUALIFICATION

Secondary School Certificate (Metric – Science) (2009)

Babar High School Satellite Town Quetta

Intermediate (D.com) Baluchistan Board (2011)

Baluchistan College of Business Management Quarry Road Quetta

Bachelors in Commerce (B.com) (2014)

Baluchistan college of Business Management Quarry Road Quetta (Affiliated with Baluchistan University)

Masters in Commerce (M.Com) (2017)

University of Baluchistan

KEY SKILLS

Hard working

Positive Attitude

Multitasking

Problem solving

COMPUTER SKILLS

6 months Computer course in.

Microsoft Office (Word, Excel, PowerPoint and Access).

Proficient in Windows XP, Vista, 7,8.1 and 10

EXPERIENCE

1. 5 months' experience in UNDP-RAHA as internee in Admin and Finance section and data management
2. 18 months' experience working as Data management assistant in Merlin.
3. 6 years' experience in polio programme in Quetta DPCR as focal person for communication and social mobilization activities conducted for refusal coverage
4. Working in refusal conversion committees involving religious persons for Polio as well as EOA (RI) in Quetta
5. 3 months experience of Field Monitor in TCV campaign.

HOBBIES

Internet surfing

Online Gaming

LANGUAGES

Urdu, Pashto, English

References

References will be furnished when required