

MUHAMMAD SHUJA KHAN

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Summary

Experience

A total of 6 years of experience in Financial Management, Accounting, budgeting and Audit. Over the years I have developed strong people management and utilization skills and have proven myself as a team leader. Leading my current organization of 150 employees as General Manager.

Skills

Financial Statements

Financial and Business Analysis

Risk Assessment and Internal controls

Audit and statutory assignments.

Business strategy and proposals.

Financial Management and Reporting.

Experience

BANNCCA SALES COORDINATOR

United Bank Limited

2013 - 2016

As an insurance agent, I have helped numerous clients find the best coverage options to protect their homes, vehicles, and businesses. I have experience working with insurance underwriting, evaluating the risk of insuring individuals and organizations and determining the appropriate premiums.

Finance Manager

Suzuki Showroom (D.I.Khan)

2017 (One year Experience)

Responsible for overall accounts and finance of company. Preparation of Final accounts, monthly and yearly closing. Management of Investment portfolio and working capital finance.

DATA ENTRY OPERATOR

Non-Profitable Organization (NGO)

06 Months Project

As a data entry operator at a non-profit organization, I was responsible for accurately entering and updating client information into the database. I worked closely with other team members to ensure that all data was recorded and organized properly.

FINANCIAL CONSULTANT

Dubai Islamic Bank Ltd

2021 (One Year Experience)

As a financial consultant at Dubai Islamic Bank Ltd, I provided expert financial advice to clients to help

them achieve their financial goals. I developed personalized financial plans for clients based on their individual needs and circumstances.

Education

Gomal University (Main Campus), Dera Ismail Khan

MBA (Banking and Finance)

Jun 2012 – Jun 2014

ACCA (Level-1)

Status: Qualified

Gomal University, D.I.Khan

Bachelor of Arts (BA)

Completed: 2009

Board of Intermediate and Secondary Education (Bannu)

F.Sc (Pre Medical)

Completed: 2003

Board of Intermediate and Secondary Education (Bannu)

SSC (Science)

Completed: 2001

Office Automation Diploma

Skills

Sales Strategy • Marketing Strategy • Leadership • Strategic HumanResource Planning • New Business Development • Process Improvement • Requirements Analysis • Financial Reporting – MS Office – MS Excel.