



MUTTAHER ULLAH KHAN
S/O
ALIF GUL

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Date of Birth:
10-05-1989

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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%
DIT	BTE Peshawar	2015	74%
CT	Allama Iqbal Open University	2017	67%
MA (Arabic)	UST Bannu	2016	62%

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. Working as an Accountant/Admin in Qurtaba School & Collage Gulshan-e-Sehat E-18 Islamabad from 05.04.2021 to Date.**
- **2. Worked as Computer Operator/Assistant in Pakistan Post Office (EMTTS Project) From; 01/05/2015 to 31/01/2021.**
- **3. 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

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