**CV**

**HIDAYAT KHAN**

**PERSONAL DATA:**

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| --- | --- | --- | --- |
| Name:  | Hidayat Khan | Father Name:  | Inayat Khan |
| DOB:  | 24/02/1984 | NIC:  | 16102-3696594-9 |
| Province:  | KPK  | District:  | Mardan |
| E-mail:  | Khanalvii935@gmail.com | Contact:  |  +92 (0) 333 9844192 +92 (0) 316 5078554 |

**EDUCATION:**

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| --- | --- | --- | --- |
| **COURSE NAME**  | **BOARD / UNIVERS** | **SESSION**  | **DIVISTION** |
| ***MBA Finance*** | CECOS University Peshawar | 2008  | 1st |
| ***B.Com (Accounts).*** | University of Peshawar | 2006 | 2nd |
| ***D.Com (Short Hand )*** | Board of Intermediate & Secondary Education Peshawar | 2003 | 2nd |
| ***Matric ( Science )*** | Board of Intermediate & Secondary Education Peshawar | 2001 |  2nd |
| ***Accounting Technician.*** Peachtree, QuickBooks, Tally | Govt College of Management Science Mardan | 2005 | NIL  |
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**Professional Work Experience**

**OBJECTIVE:**

Result Oriented Individual with proven track record in Educational Institutions, interesting to join such an Institute where I can use my skills for the enhancements of organizational goals.

1. **Accounts Officer: Khattak Allied Construction Company.( March 2015 To Dec 2018)**

 **Responsibilities:**

* Prepare asset, liability, and capital account entries by compiling and analyzing account information
* To verify of Interim Payment Certificates (IPCs) of Contractor With BOQ /Agreement/ before release of Payment
* To prepare Bank Payment Voucher, Bank Receipt Voucher, Cash Payment Voucher, Cash Receipt Voucher and Journal Voucher
* To release of payment to contractors through cheques.
* To prepare and reconcile bank statements
* Preparation of Payroll and disbursement of salary.
1. **Branch Accountant: Haier Pvt Ltd. (February 2019 To August 2019)**

**Responsibilities:**

* + Preparation of all types of vouchers of the Branch.
	+ Recording of vouchers using ERP.
	+ Dealing with Customers.
	+ Checking of store record and maintain the closing inventory record.
	+ Daily updating of stock, customer and cash ledgers.
1. **Finance Manager: Yahya Land Builder & Engineering Co,( Sept 2008 To Dec 2014)**

**Responsibilities:**

* Preparation and handling of Project Budgets..
* Verification of IPC’s( Interim Payment Certificate ) of Contractor
* Payment to Contractors.
* Cash flow management.
* Reviewing of Accounts on Quick Books.
* Managing and controlling the Finance department operations and functions.
* Prepare asset, liability, and capital account entries by compiling and analyzing account information.
* Establishing and Maintaining record of Investments.
* Maintaining database for Suppliers.
* Prepare and reconcile bank statements.
* Recording transactions in the software.