

Professional biography by me

Irfan Aziz Khan



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Objective

To join a dynamic and progressive organization for a challenging position, offering ample opportunities for diversified exposure, enhancement of professional skills and carrier growth.

Profile

- Excellent analytical and problems solving skill.
- Fast learner, with the high degree of attention and commitment to work.
- Assist the superior officers at large.

Technical Qualification

- MS Office
- Internet e-mail
- Web Browsing

Accounting Software

- Quick book
- Pastel Ver. 11,12,
- Telly Sheet
- Sega Evolution
- Fox Pro

Academic Qualification

- Matric with Science Group.
- Intermediate with Commerce
- Bachelor of Commerce (Accounts)
- Post Graduate Diploma(Finance)
- MBA (In Progress)

Professional Qualification

- Certificate professional Manager in Corporate Finance From
Pakistan Institute in Modern Studies (PIMS)
- Certificate professional Accountant From
Pakistan Institute in Modern Studies (PIMS)

Professional Experience

- Working as **Junior Accountant** as FVG Milling (Zambia) (2004 to 2006)
- Working as **Finance Executive in target Marketing**(2007 to 2010)
- **Sales Tax**
- **Ngucha Energy Corp. Limited .as a Financial Accountant (2011 to 2020 February) my duties are as follow(Zambia)**
 1. **Cash Book :Update & posting of transaction & cash book reconciliation preparation of bank reconciliation statement, petty cash management, Receipting sales payments etc**
 2. **Creditors: Posting of purchase to general ledger, preparation of creditor statements, creditors reconciliation statements, Preparation of creditor payments, Etc**
 3. **Debtors: Posting of sales to general Ledger, preparation for debtor statements, debtors reconciliation statements, confirmation debtors balance etc.**
 4. **Sales Administration: Cash sale posting to general ledger, Monitoring, Reconciliation, Deposit verification, daily sale summary reports etc.**
 5. **Management Reports: Monthly Financial Reports, Trial balance, Management Accounts, Cash flow Statement Etc**

Languages English and Urdu

Personal Details

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|-------------------------|------------------------|
| → <i>Father's name</i> | <i>Aziz Ahmed Khan</i> |
| → <i>Date of Birth</i> | <i>31-01-1985</i> |
| → <i>Religion</i> | <i>Islam</i> |
| → <i>Nationality</i> | <i>Pakistani</i> |
| → <i>Marital Status</i> | <i>Married</i> |
| → <i>NIC Number</i> | <i>42201-0427644-1</i> |

