

RASHID KHAN

(PRO,ACCOUNTANT & DRIVING LICENSE OF UAE).

12 years of working experience in different organisations.

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Career Objective

To obtain a position offering development and career escalation especially in a people oriented organization where an individual's achievements are recognized and awarded.

Working Experience

CURRENTLY POSITIONS.

Public Relation Officer.

Jennifer Rego Documents Clearing Services

LOCATION: Dubai, United Arab Emirates UAE.

DURATION:01/03/2019 to 30/09/2024

Salesman.

ARDH AL KHALEEL TYRES LLC TR.

LOCATION: Sharjah, United Arab Emirates UAE.

DURATION:09/01/2018 to 25/01/2019.

Al Rehman Travels Of Peahawar.

SALES BY TICKETING IN AIRLINES.

LOCATION:TAKHT BHAI MARDAN.

DURATION:10/05/2016 TO 25/12/2017.

Accountant.

BAIT AL NAHDA TYRES TRADING.

Location: Sharjah, United Arab Emirates (UAE)

DURATION : 20/04/14 to 03/04/2016.

Salesman.

MOBILINK SIM COMPANY OF PAKISTAN.

DURATION:10/06/2011 TO 25/11/2015.

Responsibilities:

Maintain day book of all expenses occurred

Maintain the physical stock on regular basis

Maintain account receivables i.e. Post-dated cheques (PDC) sheet of all customer.

Responsible for preparing monthly statements of each customer.

Maintain account payables sheet of all suppliers.

Responsible for cross verification of invoices with suppliers statement

Bank reconciliation at the end of every month.

Responsible for the preparation of financial statement(Income statement, balance sheet and cash flow)

Work on tally ERP 9 accounts software and performed all functions.

Responsible for preparing & maintaining the payroll sheet of employees.

Work on MS office suite for recording the transactions manua

Driving license details .

Place of Issue:sharjah,United aArab Emirates (UAE).

Date:30/07/2018.

Personal Profile

Name	Rashid khan son of Shahab Uddin
Date of Birth	11/02/1994
Place of Birth	Mardan(KPK)
Nationality	Pakistani
Marital Status	Single
Passport issue.	Pakistan
Languages	English, Urdu, and Persian

Education

Degree / Certificate	Year	Marks/ GPA Obtained	Total Marks/ CGPA	Division	Percentage	Board / University
Bsc	2014	3.60	4.0	1st	74%	Avdul wali khan university Mardan
Intermediate	2012	663	1100	1st	60%	BISE Mardan
Matriculation	2010	718	1050	1st	68%	BISE Mardan

Trainings & Certifications

- Peachtree Accounting software
- Quickbook tally ,excellence & wisdom software for accounts
- MS Office Automation

Hobbies and Interests

- Playing Games like Snooker, Cricket, Football and Badminton
- Reading Newspapers and General Knowledge Books
- Taking Interests in Current Affairs and TV Talk shows
- Internet surfing and always in search of healthy opportunities regarding my skills

Referees

Will be provided on Demand