

MUHAMMAD FAIZAN KHAN

PROFILE

FATHER NAME : M ISMAIL KHAN

DATE OF BIRTH : DEC 08,1996

CNIC : 37405-4801860-7

RELIGION : ISLAM

GENDER : MALE

MARITAL STATUS : UN-MARRIED

NATIONALITY : PAKISTANI

CONTACT



Faizankhanbaloch851@gmail.com



03075502862/03135378715



HOUSE 1943 MUHALLAH
ZEESHAN COLONEY DHOKE
CHAUDHRIAN RAWALPINDI
CANTT

OBJECTIVE

To join an organization where I can increase my knowledge and skills based on my experience and hard work ,as well as to provide effective and efficient services to the best of my abilities and to work hard to achieve highest collective goals.

EXPERIENCE :

MYSTIC TOUR PVT LTD (ISB)

- Working as Accounts and Recovery officer for Three years (2021-2023) (from june to till date)
- Accounts Payable & Accounts Receivable
- Bookkeeping & Outstanding Recovery
- Daily Emails & Data Entries
- Maintaining Salaries & Journal Vouchers
- Bank Payments Voucher
- Maintaining Parties Ledger
- Daily Sales & Stock Reports experience in cash dealing

Agritech Hazara phosphate fertilizer (Haripur)

- Internship in commercial department (Trainee) for three Month Feb2021 – May 2021

EDUCATION

CERTIFICATE/DEGREE	MAJOR SUBJECTS	YEAR OF PASSING	BOARD/INSTITUTION
SSC(MATRIC)	SCIENCE	2014	FBISE
F.Sc	PRE ENG	2017	FBISE
B.COM	COMMERCE	2021	SARHAD UNIVERSITY OF PESHAWAR

LANGUAGES

English , urdu , Punjabi

COMPUTER

MS OFFICE , WINDOW , INTERNET

• REFERENCE

- Reference will be furnished on demand
- Muhamad Ismail khan
- A.F Fergusion & Co Chartered Accountant
- Islamabad