

Ehtesham Khan Bhattani

Accounts & Finance Officer

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.



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EDUCATION

BBA Hons

International Islamic University Islamabad

09/2016 - 06/2021

Islamabad, Pakistan

CGPA: 3.00/4.00

FSC

Federal Board of Intermediate and Secondary Education

06/2014 - 08/2016

Islamabad, Pakistan

Total Marks: 580/1100

Matriculation

Federal Board of Intermediate and Secondary Education

08/2012 - 12/2014

Islamabad, Pakistan

Total Marks: 662/1050

WORK EXPERIENCE

Finance And Accounts Internee

Oil and Gas Development Company Limited

08/2023 - 08/2024

Islamabad

Responsibilities

- Dividend Payment for Shareholders
- Voucher Processing/Payments
- Funds/Payment Transfer from Banks
- Reconciliation of Bank Statements
- Payments Through Sap

Intern

edotco

10/2022 - 12/2022

Islamabad, Pakistan

Responsibilities

- Invoices, Billing & payment of Collection

SKILLS

Microsoft Office

Decision Maker

Creative Thinking

Communication

Active Listening

Android Base Application

Sap Expert

Video Editing

PERSONAL PROJECTS

Impact Of Internet Banking System On Banking Environment (08/2020 - 01/2021)

ACHIEVEMENTS

CyberSecurity Refresher (10/2022 - 11/2022)

Anti-Bribery and Anti-Corruption (10/2022 - 11/2022)

Code of Conduct (10/2022 - 11/2022)

Enterprise Risk Management (10/2022 - 11/2022)

Data Privacy Refresher e-Learning (10/2022 - 11/2022)

LANGUAGES

Pashto

Native or Bilingual Proficiency

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Cricket

Football

Badminton