|  |  |
| --- | --- |
| Khalid S/o KhuldoonCNIC: 61101-9999999-9, Date of Birth: 28th-08-1999Address: Islamabad Capital Territory, PakistanPhone: 03212222222 Email: khalid@jobz.pk  |  |

## Professional Summary

PROFESSIONAL EXPERIENCE Overall 7 years of professional experience in Accounts and management, in a logistic company through the use of a software especially designed for logistics companies. In addition to this I have performed the duties of customer services relationship to different clients of Imports and exports

## Experiences

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| --- | --- |
| **Branch Accountant** | February 2005 - Present |

At *Trafco Logistics, Islamabad, Islamabad Capital Territory, Pakistan*

***Duties:***

* Preparation of Income Statements Handling of System Solution Software, which is specially design for Logistic Industries.
* Handling of banking affairs, Bank Reconciliation Statement with daily, weekly and monthly basis.
* Payroll handling Patty Cash maintaining of Islamabad Branch.
* Inter branch communication for branch account and reconciliation Profit and loss determined with the Job order costing.
* Maintain the record of Receiving from Debtors and Payment to Creditors.

## Academics

|  |  |
| --- | --- |
| **MBA (B & F)** | September 2009 |

at *AIOU Islamabad, Islamabad, Islamabad Capital Territory, Pakistan, with (Grade/GPA) 60%*
Accounting Tax Audit Business Communication Management

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| **B.Com (IT)** | June 2004 |

at *Punjab University, Islamabad, Islamabad, Pakistan, with (Grade/GPA) B*
Accounts Economics Income Tax Audit

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| **ICS** | May 2002 |

at *Rawalpindi Board, Rawalpindi, Punjab, Pakistan, with (Grade/GPA) B*
Math Physics Computer

|  |  |
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| **Metric**  | March 2000 |

at *F.G. Boys Secondary School, Humak, Islamabad, Islamabad, Pakistan, with (Grade/GPA) A*
Math Physics Chemistry Biology

## Skills

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| --- | --- |
| **Management of a Factory (Plastic Products)** | Level: Intermediate |

*With 2 year(s) of experience, Currently used*

## Languages

|  |  |
| --- | --- |
| **Arabic** | Basic - Familiar |
| **English** | Conversational |

|  |  |
| --- | --- |
| **Urdu** | Fluent - Wide Knowledge |

## Target Jobs

**MANAGEMENT and ACCOUNTS**