

# Sami Khan

 Lahore Pakistan

Mobile: 92-3403111111 sami@jobz.pk Date of Birth: Nov 14, 1999

**EDUCATION**

**Hailey College of commerce**

B.com(Honors)

*Relevant Courses:* Principle of Finance, International business andFinance, corporate finance, investment,Introduction to business, principle ofManagement, operational management,organizational behavior, financial accounting, cost accounting, advance Accounting , principles of marketing, research business , income and sale taxation, , micro and macroeconomics, marketing, computer application for business.

# EXPERIENCE

* **Black arrow communication** Jan , 2016 – July ,2016

Customer representative officer

I work as a customer representative officer in black arrow communication for six month. Which is a U.K base organization and the work is to provide services for customers regarding injury claim.

* **Ideal chemical pvt ltd** July, 2016 – sep2016

Internee -Organization

I completed two month internship in ideal chemical pvt ltd. I was working in the felid of finance I worked practically how to make financial statement, balance sheet, and profit and loss account and ration analysis of the company. During this time i learnt a lot of information about company as well.

# PROJECTS

* Project on beingan entrepreneur how to conduct business. (Group Project, entrepreneurship )
* Project on How to manage human in organization (Group Project,human resource management )
* Project on Islamic banking and finance (group project, Islamic banking and finance)
* Project on provide purchase and sale invoice of that company (group project, accounting information system)

# ADDITIONAL SKILLS ANDEXPERIENCE

Multilingual(English,Urdu,Punjabi (understand),

Local language (shina ,khoawar )

MSOfficeApplications,(Excel,Word,PowerPoint),

Peachtree accounting software.

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# INTERESTS:

* Photography,Fine Arts, Reading, Swimming, Running, Volleyball, Football, Athletics andhiking.

# EXTRACURRICULAR

* Volunteering
* Volunteer work in local areas
* Attain 2 days seminar on ethical values and stress management
* Member at Sports at HCC

 Available on demand …………