



SALAR KHAN

EXPERIENCE

2 Month Experience .
Rehman Taj Scrap Traders.
Junior Accountant.

01/11/2022 - 31/12/2022
Lahore Shahdara 25 No stop kot
Pindi Dad road Near Al Madina
shadi hall

Responsibilities

- Recorded Financial Transactions
- Prepared Financial Reports
- Managed Accounts Receivable
- And Accounts Payable
- Maintained General Ledger
- Supported Month-End and Year-End Closures

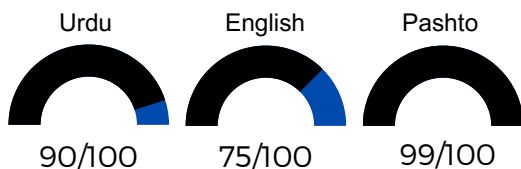
6 Month Experience (Part-time Working) **01/01/2022 - 01/06/2022**
Telenor Franchise Ltd Chakdara
Route Sales Officer
Pakistan, kpk . Malakand division,
District Dir lowir, Chakdara bazar

Responsibilities

- Strategic Product Promotion
- Order Processing & Fulfillment
- Client Relationship Management
- Payment Collection & Reconciliation

8 Week internship **07/01/2023 - 04/03/2023**
Pak Qatar family takaful Batkhela branch

LANGUAGE



CERTIFICATES

E-COMMERCE MANAGEMENT

06 Feb 2020 - April 2020
From virtual university Lahore

DIGITAL MARKETING

06 Feb 2020 - April 2020
From virtual university Lahore

DIGITAL LITERACY

05 Nov 2019 - Jan 2020
From virtual university Lahore

QUICKBOOKS

07 May 2020 - Aug 2020
From virtual university Lahore

DIPLOMA IN INFORMATION TECHNOLOGY

From Board of Technical & Commerce
Education, Peshawar.

EDUCATION

University of Malakand

Bachelor of Commerce , Accounting and finance
2019-2023

Board of Technical & Commerce Education, Peshawar.

Diploma in Commerce
2017 - 2019

Board of Technical & Commerce Education, Peshawar.

DIT (Diploma Information technology)
2023

University of Malakand

Restaurant Manager
09/2020 - 03/2021

EXPERTISE

- QuickBooks
- Peachtree
- MS Office
- Invoicing
- Leadership
- Management Skills
- Tax preparation
- financial statements
- Managing vendor accounts
- Accounts payable and receivable
- Professional Graphics Designer
- Professional Digital Marketer