



AMIN ULLAH KHAN

Office Assistant/Clerk

In your prestigious Organization I will prove myself to be a motivated Person with an innovative mind; I am an idea generator, loyal, hardworking, Enthusiastic, sharp, team worker and a leader who can lead the organization towards the achievement of its goal and objectives. I hope and I also wish that you will make me a part of your competitive team and give me a chance to work for your prestigious Organization.

Contact



+971545378116



aminullah1819@gmail.com



Employment Visa



Sharjah National Paint UAE

Education

- Master Of Commerce**
University Of Science & Technology
Bannu Pak (Session 2014-2016)

- Bachelor Of Commerce**
University Of Science & Technology
Bannu Pak. (Session 2011-2013)

- Diploma In Commerce**
Board Of Technical Education
Peshawar Pak (Session 2011)

- Metric/SSC Science**
Board Of Intermediate & Secondary
Education Bannu Pak (Session 2009-2010)

Skills

Planning



Communication



Teamwork



Hard Working



Critical thinking



Experience

- Office Assistant/Clerk** March 2022 - Present

Khaiber Star Safety Glass Factory Dubai

Making Job Orders + Invoices & Its Pricing.
Labors Store Incharge.

- Accountant** Feb 2020 - Feb 2021

Sharif Ullah Honda Center PAK

Complete Command On Honda Sales Software/ Q_SOL Dealership Management System
Cash Payment & Cash Receipt, Balancing Cash Book As Well Maintain Profit & loss A/c.
Maintaining Of Balance Sheet, Different Types Of Misalliance & Expenses Ledgers &
Income Statement.
Making Online Pay Orders To Atlas Honda Company.
Staff Payroll Responsibility.

- Relationship Officer** July 2020 - Feb 2021

NRSP Micro Finance Bank Pak

Accounts Opening
Salary Punching

- Sales Officer** Feb 2016 - Jan 2020

Jubilee Life Insurance/HBL Pak

Punching Different Vouchers & Salary On System As Well ATM, s & Cheque Books
Entry Systematically.

Account Opening, Cash Receipt & Cash Payment On System As Well Complete
Command On Cash Balancing.

Complete Command On Selling Of HBL (Habib Bank Ltd) & JLI (Jubilee Life Insurance)
Different Products.

Internship

Habib Bank Ltd PAK

July - August 2016

7 Weeks Internship Of M.com From HBL (Habib Bank Bannu) Branch.

Computer Skills

MS Office 2007

Different Windows Installation

1 Year Computer Diploma/DIT From Technical Board Peshawar Pak

Languages

Pashto

Urdu

English

Reference

Reference Will Be Provid If Required