

# Muhammad Nadeem Khan

## Post Applied for Accountant

Mob: +971 56 449 4539

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### **OBJECTIVE**

Seeking to work in a most dynamic and challenging environment that enhances my professional capabilities and that offers growth potential and career advancement.

### **EXPERIENCE**

- Accountant: Al Moharek Al Yabane Auto Parts and Equipment's (June 2022 to till continue)
- AR Specialist - Bell Medex, Rawalpindi (Sep 2020 — May 2021)
- Accounts Manager Operations - MTBC, Rawalpindi (Jan 2019 — Aug 2020)
- CSR — J Telemarketing, Rawalpindi (July 2018 — Dec 2018)
- Accounts Executive - Just Line Transport, Dubai (Dec 2017 — June 2018)
- Accounts Executive — Shamo Jee Fabrics, Rawalpindi (April 2017 — Nov 2017)
- Sales Representative - MCB Palandri Branch, AJK (Sep 2016 — Mar 2017)

### **QUALIFICATION**

- M.Com (2016) - University of Kotli, AJK
- B. Com (2014) — University of AJK, Muzaffarabad
- I.Com (2012) — BISE Mirpur, AJK
- Matric (Science) (2010) — FBISE
- Basic Computer Course (06 Months) — TEVTA AJK

### **SKILLS**

Good Communication Skills	Analytical Skill	Administrative Skill
Team Builder	Presentation Skill	Time Management

### **COMPUTER SKILLS**

- Knowledge of Computers, Billing Software, MS Office, Tally, Talent, Zoho, Peachtree, Typing, Internet.

**PERSONAL INFORMATION**

- Father Name Muhammad Kabir Khan
- Date of Birth 15-04-1993
- CNIC 82401-5906958-3
- Nationality Pakistani
- Religion Islam
- Marital Status Single
- Domicile Sudhnoti

**SPOKEN LANGUAGES**

- English, Arabic, Urdu, Punjabi, Kashmiri