



AMIN ULLAH KHAN

Junior Accountant

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

Contact

- +971545378116
- aminullah1819@gmail.com
- Ready to join immediately
- Dubai Investment Park 2
- Pakistani

Education

- Master Of Commerce**
University Of Science & Technology
Bannu Pak (Session 2014-16)
- Bachelor In Commerce**
University Of Science & Technology
Bannu Pak (Session 2011-13)
- Diploma In Commerce**
Board Of Technical Education
Peshawar Pak (Session 2011)
- Matric/SSC Science**
Board Of Intermediate & Secondary
Education Bannu Pak (Session 2011)

Computer Skills

- MS Office & E-mailing
- Searching & Browsing
- Windows Installation

Software Skills

- Khaiber Star = PACT
- Honda = Q-SOL
- HBL = DOM
- Zoho Book
- Tally = Beginner

General Skills

- Planning & Organizing
- Managing & Controlling
- Critical thinking
- Communication

★ Experience

- Accountant**
Fixit Technical Services LLC Dubai 20 Feb 2025 - Present
Managing all company accounts and operations
Handling company documentation and reports
Resolving complaints and maintaining records
Working with Zoho Book software
Maintaining petty cash book & Salary of labors
- Junior Accountant**
Khaiber Star Safety Glass Factory LLC Dubai March 2022 - 19 Feb 2025
Prepared customer quotations and job orders
Processed customer invoices and handled inventory
Maintained balance sheet and income statement
Customer KYC & its updating.
- Accountant**
Sharif Ullah Honda Center Pakistan Feb 2021 - Feb 2022
Managed cash payments and payroll
Prepared ledgers and maintained financial records
Managed rent & wages
- Relationship Officer/RM**
NRSP Microfinance Bank Pak Ltd July 2020 - Feb 2021
Customer account handling & relationship management
Managed Bank cash head & account opening procedures
- Sales Officer**
Habib Bank Pak Ltd/ JLI Departement Feb 2016 - Jan 2020
Opened accounts and processed loans
Provided banking support services
Ensured accurate documentation and customer service

★ Computer Diploma/Course

- 1-Year Computer Diploma - Technical Board, Peshawar KPK
- 5-Months Computer Short Course - Wafa Computer Institute, Bannu KPK
- Computer Short Course - Traks Institute, Bannu KPK

★ Internship

- 07 Weeks Internship Program From Habib Bank Bannu Pakistan

★ Language

English

Urdu/Hindi

Pashto

★ Reference

Reference Will Be Provided If Required