



# 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 2009)

## 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 Provide If Require