



# MUHAMMAD DANISH KHAN

## PROJECT ACCOUNTANT

### PROFESSIONAL SUMMARY:

Total around 15 years of experience with H.E.J. Research Institute of Chemistry (ICCBS) resourceful experience in cash book, Ledger, account receivable, account payable, Income Tax, Sales Tax and Data entry Microsoft dynamic 365.

**Worked on 4 implementation research projects to Go-Live and Documentation Worked on 4 research projects.**

### WORK HISTORY:

#### Designation: Project Accountant

Organization: H.E.J. Research Institute of Chemistry International Center for Chemical and Biological Sciences University of Karachi-75290 Pakistan.

April 30, 2008 -Currently

- Accounts Receivable
- Accounts Payable
- Voucher
- Cash book
- Ledger
- Prepared Cheque
- Income Tax
- Sales Tax
- e-filling
- Tender
- Bank reconciliation
- Microsoft Dynamic 365

#### Designation: Accountant

Company: MAB HOUSE 24-C, South Park Avenue, Phase II Ext, DHA, Karachi 75500, Pakistan.

July 20, 2007- April 28, 2008

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger
- Bank reconciliation

### CONTACT:

Karachi, Pakistan

**Mobile:** +92-3333517890

m\_danish\_khan@hotmail.com

Visa Status: Required Visa

Available: Immediate Joiner

Passport No.: HA4111463

### SKILLS:

- Accounts Receivable
- Accounts Payable
- Payroll
- Financial Reporting
- Management Reports
- Income Tax
- Sales Tax
- Civil Defense Specialist Instructor (Rescue)
- Microsoft Dynamics 365

### EDUCATION:

#### **B. Tech:** Bachelors of Technology, Electronics

03/2008 - 03/2011  
Indus University  
Karachi, Pakistan.

#### **DAE:** Diploma of Associate Engineer Electronics

09/2000 - 09/2004  
Alighar Institute of Technology Karachi, Pakistan.

**Designation: General Accountant**

Company: S. Zia-Ui-Haq & Sons C-127, Block-9, Gulshan-e- Iqbal, Karachi, Pakistan.

May 07, 2005– July 17, 2007

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger
- Bank reconciliation

**Designation: Accountant**

Company: WAVETECH (PRIVATE) LIMITED 245-2-N, Block-6, P.E.C.H.S., Karachi-75400, Pakistan.

February 14, 2005 – May 06, 2005

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger
- Bank reconciliation

**Designation: Junior Accountant**

Company: Fishermen's Co-operative Society Ltd. Fish Harbour, West Wharf Road, Karachi 74000 Pakistan - Karachi, Pakistan.

September 13, 2003 - September 17, 2004

- Accounts Receivable
- Accounts Payable
- Cash Book
- Ledger

**Designation: Accounts Assistant**

Company: Marine & Industrial Control Equipment. Room #16, 1st Floor, Ebrahim Building, 20 West Wharf Road, Karachi-74000, Pakistan.

September 15, 2000–September 15, 2003

- Accounts Receivable
- Accounts Payable
- Cash Book

**DECLARATION:**

I consider myself familiar with above-mentioned Aspects & also confident my ability to work in team. I hereby declare that the information furnished above is true to the best of my Knowledge.

M. DANISH KHAN