



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

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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
Aligarh Institute of Technology Karachi,
Pakistan.

Designation: General Accountant

Company: S. Zia-Ul-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