

# TOUFEEQ KHAN

## Sr. Accountant

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### OBJECTIVE

"To secure a dynamic and challenging role within a progressive organization where my extensive skill set, diverse experiences, and passion for innovation can be fully utilized. I aim to contribute significantly to impactful projects, while also fostering a culture of continuous learning and professional development for myself and my colleagues."

### EXPERIENCE

#### Sr. Accountant – Lahore, Pakistan

Sept 2024 – Present

At – Arfa Karim Technology Incubator

"Keep track of financial records, check accounts, prepare reports, make sure taxes are correct, manage budgets, review spending, help plan finances, and provide clear financial info."

#### BSO Cash Officer – Haripur, Pakistan

Sept 2023 – Sept 2024

At – Meezan Bank Limited

"A BSO - Cash Officer is to manage transactions, provide exceptional customer service, maintain accurate financial records, and ensure a smooth and efficient checkout process for customers."

#### HR Assistant Intern – Haripur, Pakistan

July 2021 – July 2023

At – The University of Haripur

"Support the HR department by managing administrative tasks, including record maintenance, processing documentation, and facilitating recruitment and onboarding processes effectively."

### EDUCATION

#### Bachelor of Business Administration – BBA

2023

At -The University of Haripur CGPA (3.2 / 4)

#### Intermediate - Pre-Engineering

2018

At - Jinnah Jam e College

#### Matric – Science

2016

At - City Public School & College

### TECHNICAL SKILLS – SOFTWARE SKILLS

- Data Analysis
- Bookkeeping
- Financial Reporting
- Accounts Payable/Receivable
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Web Development

### CERTIFICATIONS

- Meezan Bank Job Experience Certificate
- Professional in Human Resources (PHR)
- Microsoft Office (Word, Excel, PowerPoint)
- Web Development

### INTERESTS

- Traveling
- Volunteering
- Foreign Languages
- Social Communication

### AWARDS

- Appreciation Award By SPACM