

# Umair Khan

Objective	To pursue a long term career with opportunities to excel, which will help me develop my interpersonal and technical skills and enhance my capabilities.		
Personal information	Mobile: +92 312 0919234, +92 346 9696205 Email: <a href="mailto:umairkhan3369@gmail.com">umairkhan3369@gmail.com</a> Linkedin: <a href="https://www.linkedin.com/in/umair-khan-017112164/">https://www.linkedin.com/in/umair-khan-017112164/</a>		
Academic Achievements	Achieved Chief Minister Scholarship for Academic Excellence Availed Merit Based partial scholarship in Institute of Management Sciences Peshawar		
Work Experience	<b>Period:</b> From November 2020, Currently working <b>Organization:</b> Rehbar Customs Clearing Agency <b>Responsibilities:</b> Documentation of tax, Tax return filing and Wealth Statement management		
	<b>Period:</b> From June 2019 to September 2020 <b>Organization:</b> Faheem Ilyas and Co Chartered Certified Accountants <b>Responsibilities:</b> Tax returns filing, Audit Report Compilation, Drafting financial statements, Financial Modeling, Budgeting and Financial Statements Analysis.		
	<b>Period:</b> June 2018 to July 2019 <b>Organization:</b> Sher Match Industries (Industrial state Peshawar) <b>Responsibilities:</b> Worked as Finance Intern, Managing Account Recievables and compilation of reports.		
Education	<b>Session:</b> 2015-2019 <b>Degree:</b> ACCA (Campus Embedded Program) <b>Principal Subject:</b> ACCA Fundamental Module (ACCA Part-Qualified) <b>Name of Institution:</b> Institute of Management Sciences Peshawar		
	<b>Session:</b> 2015-2019 <b>Degree:</b> BS in Accounting and Finance <b>Principal Subject:</b> Accounting, Finance, Tax and Audit <b>Name of Institution:</b> Institute of Management Sciences Peshawar		
	<b>Session:</b> 2012-2014 <b>Degree:</b> Intermediate in Pre-Engineering <b>Name of Institution:</b> The Fazlehaq College Mardan		
Interpersonal skills and competences	<b>Languages:</b> Proficient user of English, Urdu and Pashtu		
	<b>Social skills and qualities:</b> <ul style="list-style-type: none"><li>• Ability of adapting to multicultural environment.</li><li>• Understand and respect diversity such as gender, religion, cultural and social values.</li><li>• Project management skills</li><li>• Strong written and verbal communication skills</li></ul>		
	<b>Organisational skills:</b> <ul style="list-style-type: none"><li>• Financial Planning, Preparing Budgets and Investment Analysis</li><li>• Team work, Problem solving and leadership skills</li></ul>		
Technical skills And Competences	<b>Accounting Software (Intuit Quickbooks)</b> <b>Proficient in Microsoft office Suit (Advance user of MS Excel)</b>		
Workshops and Trainings attended	<ul style="list-style-type: none"><li>• Attended a three hours session on Fixed Income Trading and Investment in 2017 at Imsciences.</li><li>• Voluntarily worked with Women Chamber of Commerce in organizing 4<sup>th</sup> Women Entrepreneur Trade Fair 2017 and 2018</li><li>• Attended a one month English language course organized by British Council at Imsciences in 2016</li><li>• Attended a workshop on Project management in 2017 at Imsciences</li></ul>		
Reference:	<b>Dr. Shahwali Khan</b> Assistant Professor at IM Sciences Peshawar Coordinator BS Accounting and Finance Contact: <a href="mailto:shah.wali@imsciences.edu.pk">shah.wali@imsciences.edu.pk</a>		
	<b>Faheem Ilyas Abbasi</b> Managing Director at Faheem Ilyas and Co Chartered Certified Accountants Contact: <a href="mailto:faheemilyasco@gmail.com">faheemilyasco@gmail.com</a>		