



PERSONAL INFO

HUMA KHAN

03255739255.

khuma3704@gmail.com

PAKISTAN (isb chak shehzad)

PERSONAL INFO

Date of Birth: 27-april-2000

Nationality: Pakistani

Religion: Islam

Status: single.

Looking forward to working in a prestigious organization, which offers a constructive and innovative environment, where I can solely implement the acquired educational, technical skills, knowledge and can establish myself as an asset to the organization in the field of accounts & finance.

EDUCATION

► BACHELORS OF COMMERCE

Quaid e Azam (3.4 GPA)

B.s ADP

► ACCA (Skans F8)

Diploma

(7 PAPERS)

► Intermediate from federal board

Gsis Avicenna campus

Premedical (2nd div)

► Matriculation from KHI boards

The educators

Science subjects (1st div)

TRAINNING/CERTIFICATES

□ Quick books training by moazzine technology

□ Audit certificate of 2 college campuses

(as school auditor)

SKILLS

MS-Excel

♦♦♦

MS-Power Point

♦♦♦

MS-Word

♦♦♦

LANGUAGES

English

♦♦♦♦

Urdu

♦♦♦♦

WORK EXPERIENCE

Data Entry Operator:

ABSTRACT Audit Firm (work from home)

13 May,2024-continue

- Filing invoices in quick books
- Managing MS Excel sheets of companies
- Reviewing the records

Accountant

The ASPIRE SCHOOL

SEPTEMBER 2023- 13 May,2025

- Dealing with parents
- Solving all queries
- Account maintenance
- Cash dealing
- Student Record maintenance
- Teachers Record maintenance
- Salaries dealings
- Auditing of accounts record
- Handling FBISE concerns
- Record maintenance
- Data handling of whole school data

Admin officer

The Scholars Academy

October 2023- March 2024

- Dealing with parents
- Dealing with new docs
- Handling parent's concerns
- Account maintenance
- Cash dealing

References :

Miss Khadija Umer
Contact:03285716462
Senior Accountant
The Aspire School