



# AMIN ULLAH KHAN

## Office Assistant/Clerk

In your prestigious Organization I will prove myself to be a motivated Person with an innovative mind; I am an idea generator, loyal, hardworking, Enthusiastic, sharp, team worker and a leader who can lead the organization towards the achievement of its goal and objectives. I hope and I also wish that you will make me a part of your competitive team and give me a chance to work for your prestigious Organization.

## Contact

+971545378116

aminullah1819@gmail.com

Employment Visa

Sharjah National Point UAE

## Education

**Master Of Commerce**  
University Of Science & Technology  
Bannu Pak (Session 2014-2016)

**Bachelor Of Commerce**  
University Of Science & Technology  
Bannu Pak. (Session 2011-2013)

**Diploma In Commerce**  
Board Of Technical Education  
Peshawar Pak (Session 2011)

**Metric/SSC Science**  
Board Of Intermediate & Secondary  
Education Bannu Pak (Session 2009-2010)

## Skills

- Planning ●●●
- Communication ●●○
- Teamwork ●○○
- Hard Working ●●○
- Critical thinking ●●●

## Experience

● **Office Assistant/Clerk** March 2022 - Present

Khaiber Star Safety Glass Factory Dubai  
Making Job Orders + Invoices & Its Pricing.  
Labors Store Incharge.

● **Accountant** Feb 2020 - Feb 2021

Sharif Ullah Honda Center PAK  
Complete Command On Honda Sales Software/ Q\_SQL Dealership Management System  
Cash Payment & Cash Receipt, Balancing Cash Book As Well Maintain Profit & loss A/c.  
Maintaining Of Balance Sheet, Different Types Of Misalliance & Expenses Ledgers &  
Income Statement.  
Making Online Pay Orders To Atlas Honda Company.  
Staff Payroll Responsibility.

● **Relationship Officer** July 2020 - Feb 2021

NRSP Micro Finance Bank Pak  
Accounts Opening  
Salary Punching

● **Sales Officer** Feb 2016 - Jan 2020

Jubilee Life Insurance/HBL Pak  
Punching Different Vouchers & Salary On System As Well ATM, s & Cheque Books  
Entry Systematically.  
Account Opening, Cash Receipt & Cash Payment On System As Well Complete  
Command On Cash Balancing.  
Complete Command On Selling Of HBL (Habib Bank Ltd) & JLI (Jubilee Life Insurance)  
Different Products.

## Internship

Habib Bank Ltd PAK July - August 2016  
7 Weeks Internship Of M.com From HBL (Habib Bank Bannu) Branch.

## Computer Skills

MS Office 2007  
Different Windows Installation  
1 Year Computer Diploma/DIT From Technical Board Peshawar Pak

## Languages

Pashto Urdu English

## Reference

Reference Will Be Provid If Required