**ABDUL WAHAB KHAN**

R-51, Shaaz Banglows

KDA Scheme-33 Gulzar-e-Hijri

Karachi.

**Email:**memysoul242@gmail.com

**Voice**: 00923213881994 & 00923422175612

**OBJECTIVE:-**

Seeking a career oriented position in **Accounts** and **IT department** in esteemed organization that give enhancement in technical expertise and provide professional growth with pleasant working environment with company staff members.

**QUALIFICATION:-**

***Academic: -***

**BCS (Bachelor of Computer Science)**

Sindh University Jamshoro

# High School Certificate: -

Intermediate from **Govt. Islamia Science College,** (Karachi Board).

***Secondary School Certificate: -***

Metric from **St. Paul’s English High School,** (Karachi Board).

**EMPLOYMENT HISTORY:-**

### *Akbar Ali & Sons 21-June-2014 to Onwards*

**Designation: IT & Office Assistant**

### *Credible Logistic Network 11-Nov-2013 to 30-April-2014*

**Designation: Office Assistant**

### *Govt. Of Sindh IT Department 14-May-2009 to 22-Feb-2011*

**Designation: Call Center Officer**

### *Air Waves Media Pvt Ltd.* *01-Dec-2007 to 31-Dec-2008*

**Designation: System Engineer (MAC)**

***Recorder Television Network 06-Dec-2005 to 12-June-2007***

**Designation: Assistant Transmission Officer**

***Macter International (Pvt) Ltd. 28-June-2004 to 05-Dec-2005***

**Designation: Accounts Executive**

***GSK Engineering Company Oct-2001 to Nov-2003***

**Designation: System / Network Engineer**

**ORAGANIZATIONS PROFILE:-**

Served as Accountant in the company deals in transportation for import, export and local business for heavy Cargo Equipment’s, Machineries, Filter zing, construction and manufacturing materials, from different location as on customer requirements.

Serve as System & Network Engineer, in different organization including Television Media.

Serve as Accounts Executive in pharmaceutical company provide local and imported medicines related to different diseases as on customer requirements.

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# RESPONSIBILITIES AS OFFICE ASSISTANT:-

* Maintain monthly vehicles income and expenses reports include general expenses, maintenance, meal, diesel expenses.
* Prepare monthly drivers salary.
* Keep Yearly and Annum income, expenses record of different accounts with reconciliation.
* Prepare head of accounts.
* Ability to work on ERP based application software used to financial accounting.
* Ability to prepared tender documentation on **MS Word** and **MS** Excel **MS Power Point.**

# RESPONSIBILITIES AS ACCOUNTS EXECUTIVE:-

* Maintain Employees Attendance and prepare monthly salary.
* Keep record of amount deposit in bank and withdraw from bank for reconciliation.
* Prepare head of accounts.
* Prepare Quotation.
* Email correspondence to Customer, knowledge of **IAS** and **IFRS** accounting standard.
* Ability to work on ERP based application software used to financial accounting.
* Ability to prepared tender documentation on **MS Word** and **MS** Excel **MS Power Point.**

# RESPONSIBILITIES AS SYSTEM & NETWORK ENGINEER:-

* Technical system support in software and hardware for Macintosh as well as Windows operating system.
* Configure external & internal Devices, Installing Software, Network nodding etc.
* Integrated Mac OS x with Windows server and also configure, virtual machine (VM ware) on Mac OS X operating system.
* Basic and practical knowledge of Windows Server, **ISA**. **Email** Exchange
* Configure communication Accessories such as Modem, Routers, Switches and security Cameras.
* Knowledge to control working of **ERP** (Enterprise Resources Planning) software system.

# RESPONSIBILITIES AS ASSISTANT TRANSMISSION OFFICER:-

* Handle FPC (Fixed point Check), which used for transmission control flow.
* Keeping all record of program, commercial, promos, complete duration and on air date.
* Coordinate with programming department regarding to FPC for smooth running of transmission.
* Ability to make log sheet of live and recorded program, which are going to be on air.
* Keeping record of DV issued for recording and Master of program, maintain account related to the quantity of issued and submitted.
* Handle trafficking of the next 24hrs transmission regarding to the cue sheet.

**PERSONAL INFORMATION:-**

Father Name: - Mohammad Asghar Khan

Date of Birth: - 10th Feb 1979

Marital Status: - Single

Nationality: - Pakistani