



Muhammad Taha Khan

Father's Name: Muhammad Yasin
Date of Birth: 18-june-1992
Nationality: Pakistani
Religion: Islam.
Marital Status: Single
NIC # 42201-1637275-9

OBJECTIVE

I believe in honesty and hardworking either on similar job or beyond the field, it is the only key to success.

ADDRESS

House # L-581, Sector 11/L, North Karachi, Karachi, Pakistan.

PHONE

0300-9267639

EMAIL

mtk.sultani@outlook.com

EXPERTISE

MS Office:



IT & Networking:



Business Communication:



Leadership Quality:



EXPERIENCE

April, 2021- Till Now

Running my Own •Real Estate • Karachi

Making Connection Between Buyer and Purchaser.
Satisfying both Parties by making fare deals.
Prepare Legal Documentation.

June, 2019– April, 2021

Accountant/ Supply & Chain • SMT Foods • Karachi

Prepare Budget reports.
Manage Accounts and prepare Annual report.
Prepare Audit report.
Managing Supply Chain of Stock.
Preparing Payrolls.
HR's related tasks, record keeping of employees.
Recruiting and update vacancies.
Managing Team and follow up of daily tasks.
Maintain and update the document distribution matrix and distribute accordingly



July, 2017– March, 2019

Assistant Administrator/ Supply & Chain •Premier Agencies• Karachi

Daily Administrative Tasks.
Petty Cash handling
Monitor and supervise loading and unloading of goods.
Monitor attendance of all staff by the help of Limton's biometric and face recognition system.
Execution of staff orientation program and their training if required
Maintain vacancy sheet, update and report time to time.
Prepare weekly Reports on fluency of Inventory from each departments



August, 2015– March, 2017

Administrator/Accountant •BODMAS O/A Level's School• Karachi

Monitor Receivables & Payables.
Making Payrolls for the staff.
Arrange Classes and prepare timetables for each class.
Maintain and Control daily expenses.
Supervision on all administrative tasks.
Taking interviews and recruitment.



June, 2011– January, 2015

Assistant Accountant •Real-Tec Communication• Karachi

Data Entry and Prepare Invoices
Answering E-mails to vendors and customers as per guidance
Prepare Vouchers and Deposit slips
Making Income statements and financial reports
Prepare Presentations and charts
Prepare Budget reports and monthly sales and services reports



May, 2008– August, 2011

Manual Record Keeper/ KPO •Shafi Homoeo Clinic • Karachi

Dealing with supplier and customer
Keeping record in spreadsheet
Input Daily Sales in Excel



Record all patients and customer data manually
Inventory record keeping and prepare P.O for new Medicines

Nov, 2015– June, 2017

(Part Time)

Quality Assurance •Tribe Consulting• Karachi

Assure the calls and put data into the computer
worked as a Team Leader make sure the completion of target
Manage and give solutions for on floor problems



EDUCATION

Masters in Islamiyah, 2018

Jamiah Suffa, Tanzeem ul Madaris, Karachi

Bachelors in Commerce, 2016

University of Karachi, Karachi

Intermediate in Commerce, 2012

Govt. Degree Boys College, Karachi

Matriculation in Science, 2010

Taj Terbiyat English School, Karachi

OTHER SKILLS

- ✓ Microsoft Office (Word, Excel, PowerPoint, Access)
- ✓ Advance Excel
- ✓ QuickBook. Tally, Peachtree & ERP Softwares
- ✓ Adobe Photoshop.
- ✓ Basic Programming, WordPress.
- ✓ Computer Hardware & Troubleshooting.
- ✓ URDU In-Page with 20 words per minute speed.

REFERENCES

Will be furnished upon request.