

CURRICULUM-VITAE

IRFAN ZAMAN KHAN

Add: Flat No. A1-37 1sr Floor, Nawaz Court, Block 16, Main water pump, F.B Area, Karachi.

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Objective:

Seeking a position in a growth oriented company that allows me to, showcase my potential and experience for the advancement of the organization. Looking forward to, an opportunity to, serve the organization to the best of their interest by providing all the dedication and hard work to achieve the result.

Responsibilities:

- Responsible for tabulating and posting of data in the record books.
- Maintaining the entire filing system for the shipment department.
- Responsible in managing the imprest petty cash.
- Maintaining a system to manage the bills, receipts, invoices, checks and other policies of the system.
- Making import duties of shipment.
- Making general ledger on daily basis.

Computer Skill:

- Experience working on ORACLE software.
- Good knowledge of MS office suit that includes Excel, Power Point, File management
- Well versed with the use of publisher.
- Good typing skill of 85 wpm

Experience:

- 1.5 Years Working Experience in Epic Logistics Pvt Ltd.

Personal Information:

Father's Name: Sultan Zaman Khan (late)
Date of Birth: 28-10-1989
Nationality: Pakistani
Religion: Islam
Language: Urdu & English
Marital Status: Single
CNIC No: 42101-1821900-1

Academic Qualification:

- Inter (Commerce) Board of Karachi.
- Matriculation (Science) from Board of Karachi.

Refrence:

Further detail will be furnished upon request.