**Khizer Irfan**

Street # 5, Nishat Park, Sialkot | 0348-6183214 | [khizerpk@gmail.com](mailto:khizerpk@gmail.com)

# Personal Information

Father’s Name: Irfan Ashraf

Date of Birth: 6 December, 1997

CNIC#: 34603-8299612-1

Nationality: Pakistani

# Objective

A hardworking Chartered Certified Accountant who wants to work in a prominent organization that will give me an opportunity to develop my career and for my professional growth by gaining practical experience.

# Experience

## ACCA Trainee (11-2018 to 04-2019)

## Dr. frigz international (pvt) ltd.

* Preparing Aging reports weekly.
* Bills verification & posting. (Excel)
* Responsible of developing & updating Excel spreadsheets.
* Recording book keeping & invoice processing. (QuickBooks)
* Observe the physical inventory count & reconcile inventory count to the general ledger.
* Recalculation and Reconciliation of wages & overtime working.
* Verification & Checking of Journal Vouchers.

# Education

## ACCA Affiliate (2016-2018)

Strategic Professional Certificate

Advance Diploma in Accounting & Finance

Diploma in Accounting & Finance

## GCE A-levels (2014-2016)

Accounts, Business & Economics

## GCE O-levels (2012-2014)

Math, English, Accounts, Business & Economics

# Skills & Abilities

* Good in MS Word & MS Excel. (VLOOKUP, SUMIFS, INDEX MATCH)
* Accounting Software Package. (QuickBooks)
* Quick learning & Self-motivation.
* Time management & effective communication.
* Ability to work under pressure.

# Modules

* Professional Ethics Module.
* Foundations in Professionalism Module.

# Achievements

Certificate of achievement in F3 (Financial Accounting) 90/100.

# Languages

English, Urdu.

# Interests

* Towards Internet, Social media & watching movies.
* Likes to play Cricket & Football.