

ABDUL RAHEEM KHAN

Business Administration Student

Enthusiastic and Passionate Business Studies student with a keen interest in Account finance

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📍 Guldberg Green, Islamabad, Pakistan

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EDUCATION

Bachelor in Business Administration

Namal University Mianwali
Sep 2025 - Present

Courses

- Business Law
- Business Communication
- Principles of Economics
- Introduction to Data Analytics
- Financial and Managrial Accounting
- Credit Management

WORK EXPERIENCE

DISTRIBUTION AGENCY

MEHAK VALLEY KOHAT

distributon company

Apr 2021 - Aug 2022 | KOHAT

Achievements/Tasks

- Saleman
- manage customer relationship
- Manage stock report

Contact

03359983251 | M. fawaq azher

Accountant

Asif Associate

Tax consutant provider

Jun 2023 - Sep 2023 | KOHAT

Achievements/Tasks

- Data entry
- Maintaing Client statement
- Registration of NTN
- Filling Income from salary return
- Filling Income from business return

Contact

ASIF HAYAT | 0333 9610018

SKILLS

Negotiation MS Office Power BI Filling tax returns

Financial Analysts Communication Problem solving

build dash board

ACHIEVEMENTS

Achievement

Organization / Institution

ORGANIZATIONS

Namal Society of Social Impact

Role / Position

head of blood wing

Oct 2022 - Present

Hope Flare Foundation

Role / Position

fund collection

Apr 2024 - Present

CERTIFICATES

Introduction to PowerBI

Certificate Issuer

May 2024

Data Visualization in PowerBI

Certificate Issuer

Jun 2024

LANGUAGES

ENGLISH

Professional Working Proficiency

URDU

Full Professional Proficiency

INTERESTS

SPORTS

INTERNATIONAL NEWS