

ANAYAT-UR-REHMAN KHATTAK

Account Section,

KMU-IMS, Kohat

Mob: 0345-9870132//0310-9944544

arkhattak1984@gmail.com

CAREER HIGHLIGHTS:

Company Name	Designation	Duration
Khan Waheed & Co. Chartered Accountant	Assistant Manager	2.0 years
EPTSC-An ORASCOM Group Company	Regional Admin Finance	3.5 years
Khyber Medical University	Accountant	7.0 years

CAREER SUMMARY:

Result oriented Finance/Accounts professional with proven leadership skills and ability. 2 years experience as auditor and 2 years as Regional Admin Finance in a multinational company. Rewarded for reducing admin expenses by 25 percent. Managed a team of 14 regional admins very successfully.

- MBA degree in Finance
- MS degree in Finance
- Extensive experience implementing and supporting Microsoft products

WORKING EXPERIENCE:**Khyber Medical University::**

Dates: March. 2019- Till Date

Job Title: Accountant

Industry: Medical Education

- Managed cash control for the North Region through the Imprest system
- Monitored and verified expenses, ensuring tax compliance
- Maintained inventory records and oversaw store administration
- Coordinated procurement, fueling operations, and logistics activities
- Handled staff medical reimbursement claims and documentation

EPTSC - An ORASCOM Group Company:

Dates: May. 2015- Dec. 2018

Job Title: Regional Admin Finance

Industry: Telecommunication

- Establish and maintain cash control via Imprest system of the entire North region
- Maintaining expenses including confirmation of taxation
- Looking inventory sheet regarding administration of Store
- Managing fueling, procurement and logistics
- Report to management for Team activity and control
- Maintain staff personnel records like leaves, medical etc.
- Maintain staff medical reimbursement record.
- Issue staff contracts and other memos, office orders etc.
- Assist in Recruitment process as well as coordination with remote offices.

Khan Waheed & Co. Chartered Accountant:

Dates: Jan 2013-Jan 2015

Job Title: Assistant Manager

Industry: Audit Firm

- Internal and external audit of companies' accounts and financial control systems.
- Collating, checking and analyzing spreadsheet data
- Ensuring procedures, policies, legislation and regulations are correctly followed
- Corporate matters i.e. feasibility preparation, strategies formulation and company's registration.

Upwork and Fiverr Corporation, USA.

Dates: Nov. 2011

Job Title: Freelancer

Industry: Freelancing

Overall responsibilities include Research, Article Writing, Financial Article and Content Writing, Budgeting and Forecasting, Marketing Strategies Development, Online Channel Management, Mass Media Strategy, Transcription (typing speed: 60wpm, 98% accuracy, Desktop publication (MS Excel, MS Word); and Online research.

ACADEMIC QUALIFICATION:

Institute of Management Sciences, Peshawar.

Degree: MS/M.Phil

Major in: Finance

Completion Date: July 2011

Gomal University, Dera Ismail Khan.

Degree: MBA

Major in: Finance

Completion Date: June 2007

PROFESSIONAL QUALIFICATION:

♦NICON Institute of IT, Islamabad.

Course: Completion

Tally: July 2008

Quick book: Sept. 2008

Peachtree: Oct. 2008

PERSONAL INFORMATION:

Father Name: Sher Ali Khan

Date of Birth: 13-04-1984

N.I.C: 14203-8882477-3

Domicile: Karak (K.P.K)

Marital Status: Married

Religion: Islam

PERSONAL ATTRIBUTES:

- Accuracy and attention to detail
- Problem solving and organizational skills
- Strong interpersonal communication skills
- Persistence and patience, ability to adapt to change
- Ability to work with others to get the job done
- Knowledge of financial trends
- Capacity to organize, analyze, or interpret numerical data

REFERENCES:

Shall be provided upon request.

Anayat Ur Rehman Khattak



Thursday, January 1, 2026