



Khalil Malikzada

CONTACT INFO

+93 77 035 6295

khalilmalikzada834@gmail.com

Shahid Mazari Road,
1006, Kabul, Afghanistan

Skill Highlights

- QuickBooks
- CAS ERP
- SPSS
- Ms Office
- Data Entry

Summary

Motivated and detail-oriented with more than 2 years of experience as a Bookkeeper and Finance Officer in the financial service company & handicraft industry. In-depth knowledge in accounting fields such as, financial accounting, managerial accounting, auditing and taxation.

Education

Bachelor of Economics: **Accounting** - 2021
Kabul University, Kabul

Highschool studies: **Abdul Rahim Shahid** - 2016,
Kabul

Achievment & Rewards

ACC Champion: which was hold by FANOOS organization.

Professional Trainings

QuickBooks

lincoln learning center, Kabul University.

Management Accounting

Linclon learning center, Kabul University.

QuickBooks

Green Organization for Development of Afghanistan.

SPSS

Faculty of Economics, Kabul University

Language

Persian - Native
Pashto - Medium
English - Advance

Reference

Aman Ahmadi: FAS - CFO
Email: fanoos.kbl@gmail.com
Call: +93789213279

Mohammad Rasol Kazimi: President/CEO
Kazimi Allah Dad Rug Production Company
kazimi.allahdad@gmail.com
Call: +93779568952

Experience

Internship - Jan 1, 2021 to July 1, 2021

Fanoos Accounting Service, Kabul

- Recording financial transaction in to QuickBooks
- Work with the senior manager to manage large and complex issues related to the project.
- Helping the Tax Manager in calculating and filling the customers' tax return.

Finance officer - Dec 22, 2021 to june 21, 2023.

Kazimi Allah Dad Rug Production Company, Kabul

- Performed general accounting functions.
- Monthly processing of payroll, final settlement, leave payment and preparation of monthly reports.
- Cooperation in implementation of **ACEBA's** project.
- Managing inventory.