

Lishba Khan

Accountant

☎ 0341-4228510 ✉ lishbakhan333@gmail.com

PROFILE

To secure a position as an Accountant where I can utilize my academic background in commerce, finance, and marketing along with my skills in data entry, virtual assistance, and office management to contribute effectively to the organization's success.

SKILLS

- Accounting & Bookkeeping
- Data Entry & Documentation
- MS Office (Word, Excel, PowerPoint)
- Virtual Assistance
- Communication & Teamwork

LANGUAGES

Native English
Urdu
Pahari

EXPERIENCES

AG Office Rawalakot

Worked there for one year

- Gained practical experience in office administration and accounts handling.
- Assisted in preparing and maintaining records.
- Worked on data entry and clerical tasks to support departmental operations.

EDUCATION

PH.D continuing

From University of Poonch
Rawalakot

Ms in Marketing

University of Poonch
Rawalakot

MBA

University of Poonch
Rawalakot

I.com

Green hills College

B.Ed continuing

Metropolitan university in karachi

CERTIFICATIONS & COURSES

- Virtual Assistant Course
- Data Entry Course
- Computer Applications Course (MS Office, Basic IT Skills)



6.2-LRs-3/ A7.2-LRs-4

March 02, 2021

TO WHOM IT MAY CONCERN

This is to certify that Ms **Lishba Khan** D/o **Shoaib Khan** bearing CNIC # 82303-2340146-0 has been associated with MTBC in OPERATIONS Department from June 04, 2020 to till date as **CUSTOMER SERVICE REPRESENTATIVE**.

As Ms Lishba Khan has executed a valid non-competition and confidentiality agreement in favor of MTBC, she cannot join any Organization/entity dealing in medical billing, medical transcription and/or software development or sales in competition with MTBC for period of six(6) months from the day of resignation.

We wish him every success for his future endeavors.

A handwritten signature in black ink, appearing to read 'Adil Qureshi', written over a horizontal line.

Adil Qureshi

Manager HR