**Gulfjobseeker.com CV No:** **1256364**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

Date of Birth: 25-DEC-1992

Visa Status: Visit Visa

PO Box: Abu Dhabi UAE

Religion: Islam

Marital Status: Married

**Career Objective**

To work with organization of high standard where I can use my abilities and can participate in the growth of the organization. I have the sense to work hard, honestly and with full devotion, so I will take the help of professional experience that I learned and to use my full capabilities to meet the requirements of any job assigned to me.

**Educational Background**

**Matriculate** In 2010.  
  
Marks Obtained 620 Out of 1050.  
  
From M.P.S Muslim Public School & College Fizaghat Swat Khyber Pakhtunkhwa.

# Professional Qualification

**FIA Diploma:** (Foundation in Accountancy)

**Subjects:**

Accountant in Business (Passed)

Management Accounting (Passed)

Financial Accounting(Passed)

**FIA** Course Completed in May 2012.

College / Institute Name:

Professional Academy Of Commerce (PAC) Khyber Campus Peshawar Khyber

PukhtunKhwa KPK.

# Membership

I am Student of ACCA doing from PAC Peshawar presently and Also I am a member of ACCA UK The Association Of Chartered Certified Accountants , since May 2011.

**Bookkeeper**

Prepared complex P&L statements, balance sheets and trial balance, managed full cycle

accounts payable/receivable.

**HDA Scottish Diploma**

(Higher Diploma in Accounting) Certificated by Scottish Qualification Authority (SQA) and BIMS.

**Subjects:**

Advance Management Accounting (Passed)

Company Law and Business Law (Passed)

Business and Finance (ICAEW) (Passed)

Taxation UK (Passed)

Financial Accounting (Passed)

Management Accounting (Passed)

**HDA** Course Completed in July 2013.

College / Institute Name**:**

Professional Academy Of Commerce (PAC) Khyber Campus Peshawar Khyber

PukhtunKhwa KPK.

**Work Experience**

Six months experience as a Teacher in Accounting Courses/Software’s**:**

Financial Accounting, Peachtree Financial Accounting , QuickBooks Financial Accounting & Tally9 Accounting , from Institute ofWorld Class Institute Of Technologies **WCIT**

Mingora swat K.P.K Khyber PukhtunKhwa.

**Responsibilities**

Maintaining daily accounts.

Completing ledgers, cash accounts, cash book, Bank book.

Reconciliation statements.

Maintenance of records and updates.

Preparing IT returns.

Data entry.

Book keeping.

Administrative duties like attending queries on phone, filing invoices and bills.

Computer maintenance.

**Skills**

Proficient in MS Word and MS Excel,

Excellent Accounting knowledge

Proficient in accounting software, Peachtree A/C , QuickBooks A/C & Tally9 A/C

# Diploma’s / Certificates In Accounting Courses/Software’s

Financial Accounting.

Peachtree Accounting.

QuickBooks Financial Accounting.

Tally9 Accounting.

**Languages:**

English (Beginner)

Urdu

Pushto