#

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# Objective:

Use skills and knowledge in order to carry out the job in a professional, cost effective, and suitable manner and omit the chances of error/defects and poor workmanship in anyassigned job.

# Success factors:

* Dedication and Hard working.
* Good Interpersonal and Communication Skills.
* Ability to adjust and work in tough environment and learns quickly.

# Experience:

* Worked in **National Bank of Pakistan**from March 2012 to Jan 2014
* Lectureship in **Emerson College**.
* Lectureship in **Sarhad University** as a visitor.

**Experience inNational Bank of Pakistan**

* Posting of all Inward & outward clearing including normal & same day clearing
* Record maintained of all Returned inward/outward cheques
* Checking of journal vouchers, ledgers
* Ensure high standards of customer services within the assigned Turn Around Time(TAT)
* Monitoring and counting of daily vouchers

**Experience in UNITED ARAB EMIRATES**

* **NBD PROJECT** ( Scanning & Indexing Department )
* **DUBAI CUSTOM PROJECT**( Sorting & Indexing Documents )
* **EMIRATES POST MAIL ROOM** ( Scanning & Delivering the Documents )

# Education:

Degree Name ICMAP

Level attained ACMA

Institute Institute of Cost & management Accounts of Pakistan.

Stages. Operational & Managerial Stages cleared.

Degree Name B. Com

Level attained Graduation

InstituteSarhad University Peshawar.

Session 2010-2011.

Degree Name I. Com

Institute F.G College of Commerce H-8/4

Session 2006-2008

Degree Name Metric

Level Attained Matriculation

Board Abbottabad Board

Session 2004 – 2006.

**Computer Skills:**

* Computer hardware and software. (Installing every sort of software, troubleshooting, maintenance of computer).
* Microsoft Office.
* Accounting Software **Tally, Peachtree**, **QuickBooks**.

**Personal Information:**

Date of Birth: 7th May 1989

Nationality: Pakistani

Marital Status: Single

Religion: Islam

Languages: English, Urdu.