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**Career Objectives**

To serve in a progressive organization in a challenging work environment, offering job satisfaction and a vast opportunity for career development based purely upon achievement and results.

**Qualifications**

* MBA (Finance) from Sarhad University of Science & IT Pakistan.
* B.COM (Bachelor of Commerce) University Of Peshawar Pakistan.
* Higher Secondary School Certificate from B.I.S.E Swat Pakistan.
* Secondary School Certificate from B.I.S.E Swat Pakistan.
* Safety Supervisor Certificate Occupational & Safety Health USA.

**Experience**

**Baker Hughes INTEQ**

**Technical Worker Data Entry**

* Preparing Reports
* Update Reports in Maps
* Maintains data entry requirements by following data program techniques and procedures.
* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Tests customer and account system changes and upgrades by inputting new data; reviewing output.
* Secures information by completing data base backups.

**Working with Stores:**

* Using delivery documentation or delivery notes, prepares items for dispatch to clients  
  Inspects physical condition of the storage area, materials and equipment
* Operates procedures for activities such as verification of incoming to and outgoing from of equipment / materials shipments from the warehouse
* Responsible for all incoming deliveries and shipment and safe keeping of all stock located within the CARE warehouses.
* Store and release supplies or equipments
* Compile the records of the supplies.
* Checking the supplies from time to time
* Record the number and the kinds of supplies.
* Disseminate the supply in its designated areas.
* Securing the status of each supply.
* Checking possible damages or scratches  
    
  **Working with Inspection Team:**
* Dimensional, Leak Test & Visual inspection
* Carry Out UT/MPI/DPT/PMI
* To comply with all company health safety and Environment  as well as work permit, policies and procedures.
* reparation Daily Report
* Quality related activities
* PMI-Positive Materials Identification.

***Asad Fouad Chartered Accountants***

***2 January 2011 to March 2014***

**ACCOUNTS ASSISTANT**

* Preparing Financial Statements
* Perform accounting and clerical functions to support supervisors.
* Research, track, and resolve accounting problems.
* Compile and sort invoices and checks, Companies Registrations, NTN Registrations.
* Controlling all documents like contracts Agreements, letters
* Place checks in envelopes and mail out.
* Record business transactions and key daily worksheets to the general ledger.
* Input type vouchers, invoices, checks, account statements, reports.
* File and tally deposits, Match invoices to work orders.
* Work with adding machines, calculators, databases and bank accounts.
* Open mail and match payments to invoices.
* Arrange for money to be delivered to bank.
* Utilize computer systems to run databases, pay bills and order supplies.
* Ensure customers accept payments or refunds
* Prepares payments by verifying documentation, and requesting disbursements.
* Perform errands that assist daily functions Post Office, Bank etc

*UNITED Bank limited Batkela*

*July 2010 to December 2010*

**INTERNEE**

* Accounts Opening
* Filling of Deposits Slips for customers
* Filling of check books for customers for transactions
* Filling of the remittance for customers
* Filling of debt card from for the customers
* Provide the necessary required information
* Finish all transactions with in the day
* Properly file all the necessary documents at the end of the day.

*Sunway Lagoon Resorts, Marriot, Western Pasta Restaurants*

*S SOGO Malaysia*

*2006-2008*

**ACCOUNTS ASSISTANT CUM CASHIER**

* Maintains accounting records by making copies; filing documents
* Reconciles bank statements by comparing statements with general ledger
* Maintains accounting databases by entering data into the computer
* Maintaining spreadsheets, preparing statutory accounts
* Sales order processing, managing daily post in and out, Handling and writing cheques
* Receiving and processing all invoices, expense forms and requests for payment

**Computer & Information Technology Skills**

MS Word, MS Excel, MS Power Point, MS Windows, Internet, Email

Tally, Peach Tree, Quick Book

**Personal Profile**

Date of Birth 01st October 1978

Marital Status Single

Religion Muslim

**Languages Known**

English, Urdu, Pashto and Hindi

**Personal Skills & Abilities**

Good interpersonal Skills

Good analytical Skills

Organized, Motivated,

Hardworking, Caring

Honest, Team Player