|  |  |
| --- | --- |
| **RESUME** | . |

* **Career Objectives**
* To become a part of a dynamic group where growth is interpreted in terms of monetary and career progression as well the essence is driven in the form of mental and personal development .And to prosper amidst the changing environment by innovative, creative and self-renewing managerial style that could ultimately breed professionalism.
* I am confident and enthusiastic person with the ability to learn and adapt quickly to new challenge and to handle different situations. I have an organized approach with good communication skills, which enable to work effectively and efficiently either on my own or as a part of team.
* **Personal Information**

Date of Birth: 07th February, 1990

Gender: Male

Married statues Married

Nationality: Pakistani

Religion: Islam

* **Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Certificate /Degree*** | ***Obtained Marks/CGPA*** | ***Total Marks/GPA*** | ***Year*** | ***Educational***  ***Board/University*** |
| ***MBA (finance) equaling to MS*** | ***Result awaited*** | ***-*** | ***2014-15*** | ***University of Peshawar*** |
| ***BBA (Hons) finance*** | ***3.30*** | ***4.00*** | ***2009-13*** | ***University of Peshawar*** |
| ***F.Sc (Pre-Eng)*** | ***728*** | ***1100*** | ***2009*** | ***B.I.S.E***  ***Peshawar*** |
| ***SSC (Science)*** | ***493*** | ***900*** | ***2007*** | ***B.I.S.E***  ***Peshawar*** |

* **Professional Qualification**
* Certificate of Microsoft Office (Word, Excel, Access, Power Point).
* Award Certificate in English language.
* 4 month **Computer Certificate** as Computer Operator.
* **Computer Skills**
* Working in Microsoft Office Software (Word, Excel, Access, and Power Point).
* Installing & Using All Microsoft Windows (ME, XP, 98, 2000, VISTA, WIN-7 (Windows-8 and 8.1).
* Installing all Hardware and Software.
* Using Internet.
* **Experience**
* 28 months work as “Assistant Accountant” in **Momin Oil Industry** regional office Peshawar.
* Currently I am working as **Admin & Finance office**r in Systems limited (software house) for whole KP offices (Nine Districts) in project of Land Record Computerization by Board of Revenue KPK since 5th August, 2014 to still now
* **Professional experience**
* Preparation of Vouchers and Posting
* Managing Routine Accounting operations
* Responsible for compiling all financial reports
* Responsible for compiling the entire job related information, records & General reporting
* Handling of Petty Cash matters
* Responsible for keeping the liaison with all concerned departments & staff.
* Responsible for managing internal audit reports & company assets management.
* Preparation of Bank Reconciliation Statements
* Checking & Processing of Vendors Bills for Payments
* Preparation of Monthly Accounts Receivable & Payable Reports.
* Preparation of Quarterly Income Statement/Balance Sheet of the Company for effective running of the business
* Monthly Payroll Distribution
* Using Net banking
* **Language Skill**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Speaking | Reading | Writing | Understanding |
| Pashto | Fluent | Fluent | Excellent | Excellent |
| English | Good | Good | Excellent | Good |
| Urdu | Good | Fluent | Excellent | Excellent |

* **AREA OF INTEREST**
* Administration
* Co-ordination
* Finance
* **Hobbies**
* Playing Cricket
* Study books
* Travel

**First Name of Application CV No:** **1704816**

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