Zia

[Zia.284670@2freemail.com](mailto:Zia.284670@2freemail.com)

**Career Objective**

**Seeking a challenging position in Accounts or Finance department with the aim to contribute positively towards the objectives of the organization who offer excited career development opportunities based on true spirit and commitment to succeed with sincerity and devotion as well as to use my skills and potential to assist an organization in achieving its goals.**

**Academic Qualification**

**2015** **Association of Chartered Certified Accountant (ACCA-UK)**

**2013** **Diploma in advance accounting (ACCA)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2007** | **BSc (Science)** | **1st Division** | **Malakand University.** | |
| **2005** | **FSc (Science)** | **1st Division** | **BISE** | **Malakand.** |
| **2002** | **SSC (Science)** | **1st Division** | **BISE** | **Swat** |
| **Skills** |  |  |  |  |

* **Qualification to accountancy**
* **General accountancy and audit experience**
* **Excellent computer skills**
* **Excellent analytical skills**
* **Accuracy**
* **Good interpersonal skills.**
* **Skills in risk assessment, control analysis and audit methodology Computer and Accounting Software Skills**
* **Proficient in using various Microsoft Office tools**
* **Collecting information and data throughout the world using Internet and E-mail**
* **Peach tree**
* **Quick book**
* **Advance Excel**
* **Tally**

**Work Experience**

**Designation: Accountant in National Bank of Pakistan**

**Duration:** **June 2013 to June 2015**

**Responsibilities**

* **Dealing with External auditor/Internal Audit Department**
* **Preparing Standard operating procedures**
* **Excellent math, analytical and reasoning skills**
* **Investigated all material issues raised by inquiries from professional or regulatory authorities**

**LANGUAGES**

**Fluent in the following languages (both written and spoken):**

* **English, Urdu &Pashto**

**EXTRA CURRICULUM ACTIVITIES**

* **Playing Cricket & Books reading Reference will be furnished on request.**