****

**AMAD**

**AMAD.316810@2freemail.com**

**BBA(Hons)**

**Specialization (Accounting/Finance/Admin)**

**Objective:** To accept challenging position in the organization and to grow on the basis of personal abilities, providing effective and efficient services, with the best of my knowledge, to an organization

I am looking for a position to contribute acquired Business Administration skill and knowledge, strong organizational skill, computer knowledge and educational set to a dynamic firm in a position that requires both innovative development and quality assurance management.

**Professional Work Experiences:**

**Organization: Idara-e-Taleem-o-Agahi:**

Organization Type Non Government Organization

Designation Admin / Finance Officer

Location Provincial Office Peshawar

Tenure 1st Oct. 2014 to 3rd Oct. 2016

**Duties and Responsibilities:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Preparing verifying and accounting of purchase transactions, daily reports, cash vouchers, invoices, bills, and accounts payable and receivable and all documents related to accounting. Make monthly.
* Primary responsibility is to prepare financial statements and supporting schedules according to monthly close schedule.
* Prepares payments by verifying documentation, and requesting disbursements.
* Finance management and budget allocation for District base activities.
* Performs internal audits of accounts payable, payroll distribution, fixed assets, and cash. May make correcting journal entries in assigned areas.
* Preparing monthly financial reports for the Management and Staff Salaries. and maintain the fixed assets record. and keeping record of personnel Employees.
* Conducting of all banking transaction and arranging of Opening/closing of bank accounts. and Manage Petty Cash account.
* Preparing monthly financial reports for the Management, maintain financial records.

**Organization: Muslim Commercial Bank :**

Designation Internee

Nature of Project Finance

Tenure 2 months

**Duties and Responsibilities:**

* Manage expenses
* Book keeping
* Record keeping
* Data entry
* Account Opening for New Customer
* Receiving and payment of Cash

**Launching of ASER Report for Education Status in KPK:**

I worked as an Idara-E-Taleem-o-Agahi as ASER (Annual Status of Education Report) Pakistan Project. The key responsibility were finalizing the questionnaire with consultation of relevant stakeholders, and government line departments, leading 7 teams in 7 districts for collection of primary/Secondary school data, Compiling of 7 data by Data Entry Operator, Leading Batiks in 7 districts for consultation of community and working with ASER Pakistan for finalizing Analysis of ASER Pakistan Report.

**Academic Qualification:**

|  |  |  |
| --- | --- | --- |
| **Session**  | **Qualification** | **GRADE** |
| **2011-14**  | **BBA(H) Finance****Department of IBMS****The University of Agriculture Peshawar** | **A** |
| **2009-11**  | **F.Sc (Computer Science)****Government Degree College****Shabqadar Charsadda** | **A** |
| **2008-09** | **S.S.C( Science)****Muslim Children Academy****Srikh Shabqadar Charsadda** | **A** |

**Training and Survey:**

1. Attend Two Week training and 02 days survey with **Annual Status of Education Report. ASER by South Asian Forum For Education development.2011,2013,2014**
2. Attend 03 days training on **Skill Enhancing Society**,IBMS The University of Agriculture Peshawar
3. Attend Two days Seminar **ASER Annual Status of Education Report**. on IER Department Peshawar University 2013,2014,2015
4. One day ASER District Launch in different Districts KPK

**Major Subject:**

Financial Management, Project Management, Management, Fundamental of Accounting, Financial accounting, Cost Accounting, Managerial Accounting, Managerial Economics, Business Communication, Marketing, HR Management, Risk Management, Business Statistics, Principle of Public Administration, Organizational behavior, Strategic management, Planning and Development of Administration

**Computer Skills:**

* MS Office Suite
* MS Word,
* MS Excel
* MS PowerPoint

**Key Skills:**

|  |  |  |
| --- | --- | --- |
| Office ManagementTeam building & Supervision Staff Development & Training Policies & Procedures Manuals | Report & Document PreparationSpreadsheet & Database CreationAccounts Payable / ReceivableBookkeeping & Payroll | Records ManagementMeeting & Event PlanningInventory Management Expense Reduction |

**Language:**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Language** | **Speak** | **Reading** | **Writing** |
|  **English** | Excellent | Excellent | Excellent |
|  **Urdu** | Excellent | Excellent | Excellent |

**Interest:**

Reading, Web surfing, Traveling and Playing Games like Batmen tan & Foot ball, Watching Movies, Listening Music

**References:**

Will be provided upon request.