# Wisal

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##### objective

Seeking a position in a reputed Organization and carve a niche for myself as a teacher by contributing my learning towards the success of the organizationin the fields of Business studies.

#### Work Experience: 10+ years.

* Teacher at Lisa e Maryam high school Kabul, Afghanistan.

July 2011 – Present

* Teacher at Afghan TurkSchool Kabul, Afghanistan.

Jun 2009 –Jun 2011

* Teacher at United Model School Peshawar,Pakistan.

April 2007 – June 2009

* Trainer and admin at National Education Foundation Islamabad, Pakistan.

May 2004 – Apr 2007

* Audit officer at Munawar Associates Chartered Accountants. Pakistan.
* Dec 2002 – Apr 2004

Key Responsibilities

* Taught on different level in school system.
* Taught to primary, high, and higher secondary classes.
* Prepared course curriculum for different session.
* Speciality of convincing primary level students.
* Prepared time table and work schedule for staff.
* Performed the duty of head of department.
* Performed the duty of principal.
* As an Admin and finance Checking and verification of stock records to track the inward / outward movement of goods; conducting stock verification / reconciliation at regular intervals
* Prepared reports on performance of teacher.
* Attend different capacity building programme.
* Performed active role in different events like annual seminar.
* Chairman of examination committee.
* Book kept for all financial and managerial activities.
* Prepared and controlled financial statement.
* Reconciliation of banks accounts and managing payable and receivable balances.
* Stock taking
* Vouching and verification of books of accounts.
* Cross checking of vouchers, journal, ledger and cash book etc.
* Assist senior during major audit e.g. cost audit of sugar mills and multinational companies.

##### Education

* Completed Master in Commerce **(M.COM)**, from University of Peshawar KPK Pakistan in 2008.
* Completed Bachelor in Commerce **(HONS)**, from University of Peshawar KPK Pakistan in 2005.
* Completed Bachelor in Commerce **(B.COM)**, from govt. college of Management science of Peshawar KPK Pakistan in 2004.
* Completed Diploma in commerce **(D.COM)**, from technical Board of education Peshawar Pakistan in 2000.
* Completed secondary school certificate **(SSC )** from board of intermediate Peshawar KPK Pakistan in 1998.

#### Key Competencies

* Accepting complete responsibility of work done-reporting to management with overall responsibility.
* Communication of thoughts and ideas and appreciating others point of views during meetings
* Time management and ability to deliver under deadlines-prioritising on work in hand and optimum utilisation of available resources
* Allocation of job between different team members in terms of their experience and competence in the capacity of team leader

#### Exposure Across Assignments

* Preparing & maintaining statutory books of accounts viz, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
* Finalization of Accounts
* Conducting verification of various books of accounts to detect any possible fraud and ensuring that accounts prepared conform to accounting standards.
* Presenting a true and fair view of the financial position of the company.
* Overseeing internal audit to validate the accuracy of organization's records and check for mismanagement, waste and errors or fraud.

#### Computer Proficiency

* Microsoft Office
* MIS (ORACLE)
* Telly
* Quick books

#### LANGUAGES

* English
* Urdu
* Pashto
* Dari
* Turkish

#### Extra Curricular Activities

* Participated in debate in school and college.
* Participated in school sports

#### Interests

* Tracking Financial Markets
* Reading Business Magazines
* Watching Business Channels