

**Nadeem Akhtar**

**Finance Officer**

Al Ain, Abu Dhabi, UAE

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# Objective

To seek a job in a dynamic organization where I can learn and utilize my Skills in the interest of the organization and to grow professionally with increasing responsibilities.

# Personal Information

Name: Nadeem Akhtar

Father’s name: Noor ul Wahab

Date of Birth 23rd March 1983

Gender: Male

ID NUMBER: 784-1983-5328658-0

Home Address: Village & Post Office Dak Ismail Khel Moh: Mian Khel

Khushkhal Colony Distric Nowshera Tehsil Pabbi, Khyber Pukhtoonkhwa Pakistan

# Education

* **M. Com** UAJK, Jamshuro University Hyderabad Sindh, Pakistan.
* **B. Com** Peshawar University, Peshwar, Pakistan.
* **D. Com** Peswar Technical Board Hayatabad Peswar, Pakistan.
* **Metric** Peshwar Board, Peshwar Pakistan.

# WorkExperience

## Hatta General Transport

**Finance Officer 09-Jul- 2016 to till date**

* Establish and maintain cash controls Establish, maintain and reconcile the general ledger
* Prepare and reconcile bank statements
* Establish and maintain supplier accounts
* Processes supplier invoices
* Maintain the purchase order system
* Ensure data is entered into the system

**Azmat Public School Dak Ismail Khel.**

## 

**Admin Officer May-2014 to May-2016**

* Set up and maintain efficient office systems within the school’s admin office, including manual and computerized information retrieval systems.
* Draft and type correspondence, reports and other documents for the Head teacher.
* Manage pupil data by ensuring that all required pupil data is up to date and accurate.
* Monitoring and managing staff attendance.
* Supporting finance, working closely with the School Business Manager
* Photocopy, distribute and filing of documents as appropriate.

**Organization for Social and Economic Development (N.G.O)**

## 

**Admin/Finance officer April-2012 to April-2013**

* Keep an accurate record of all receipts (Donations) and payment authorizations for the treasurer’s financial records.
* Maintain banking relationships
* Mange the budget for different projects such as digging well, orphan’s Medical and educational support.

# Certifications & Courses

* Educational accounts
* N.G.O’s accounts
* Whole seller accounts
* Agricultural accounts
* Hotel accounts
* Hospital accounts
* T.V Media accounts
* Rectification of Bank statements
* Practice on worksheets

# Professional Skills

* MS Office
* Internet Browser
* Quick books
* Tally
* Inpage

# Abilities

* Leadership Qualities, Team Player, Good Communication Skills, Good Team Building Skills
* Ability to Easily and Quickly Adapt to New Environments
* Quick Learner who can Rapidly Master all the Aspects of the Job with Limited Training

# Languages

* Good speaking and understanding of English, Urdu and Pashto.

# Reference

* Will be provided on demand