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| **Himayat** |  |  |
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| Nationality | Pakistani |
| Visa status | Visit visa |
| DOB | 30th May 1990 |
| E-mail | Himayat.373851@2freemail.com  |
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| **SUMMARY** |
| Detail-oriented accounting professional with over 2 years experience in accounting arena. Exceptional understanding of core financial and accounting procedures. Proficiency in Quickbooks, Peachtree, MS Excel, MS Word and MS Power point. Strong Analytical and problem solving abilities. Ability to work independently as well as in collaboration with team. Experienced in keeping the records of daily financial transactions. Good numeracy and ability to organize data in a logical and efficient manner. Fast learner with outstanding organizational and communication skills. |
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| **WORK HISTORY** |  |
|  |  |
| Jan, 2014- Feb, 2016 | **Asst. Manager Accounts** |
|  | **Northwest Trading & Services Co.** Peshawar, Pakistan. |
|  | **Responsibilities:** |
|  | * Maintaining records of business transactions and office activities.
 |
|  | * Handling invoices, receipts and payments timely.
 |
|  | * Verifying receipt/payment with document and signed the vouchers.
 |
|  | * Posting and process journal entries into QuickBooks and manual ledgers.
 |
|  | * Preparing payroll of employees on a monthly basis.
 |
|  | * Liaise with bank officials regarding business financial transactions.
 |
|  | * Handling vendor and customer queries through email and over the telephone.
 |
|  | * Reconciling Bank and cash accounts on a monthly basis.
 |
|  | * Assisting in preparing monthly / quarterly/ annually financial statements.
 |
|  | * Performing other tasks as assigned from time to time by the seniors.
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| Jul, 2013- Sep, 2013 | **Intern** |
|  | **The Bank of Punjab (BOP)**, Peshawar, Pakistan. |
|  | **Responsibilities:** |
|  | * I worked and got practical knowledge in all departments of the bank.
 |
|  | * I was responsible for processing request of account opening.
 |
|  | * Receiving cash deposits and utility bill payments from customers.
 |
|  | * Handling customer queries face to face and over the telephone.
 |
|  | * Carrying out general office duties such as Scanning and printing.
 |
|  | * Assisting banking personnel in preparing and keeping transactions records.
 |
|  | * Maintaining confidentiality when handling transactions.
 |
|  | * Performing any other duty as assigned by the manager.
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| **EDUCATION** |  |
|  |  |
| 2015-2017 | * **MBA Finance** / CGPA - 3.08/4.00
 |
|  | **Institute of Management Sciences,** Peshawar, Pakistan. |
|  |  |
| 2009-20014 | * **BS in Accounting & Finance** / CGPA - 3.54/4.00
 |
|  | **University of Peshawar**, Peshawar, Pakistan. |
|  |  |
| 2006 -2008 | * **F. Sc** (Pre Engineering) / B.I.S.E Malakand / Marks - 734/1100.
 |
| 2006 | * **SSC** (Science) / B.I.S.E Malakand / Marks - 835/1050.
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| **Computer Skills** | * Advanced MS Excel
 | * MS Word
 | * MS Power point
 |
|  | * Quickbooks
 | * Peachtree
 | * E-mail and internet
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| **Core Competencies** | * Journal entries
 | * Record Keeping
 | * A/P & A/R Mgt
 |
|  | * Petty Cash Mgt
 | * Payroll Mgt
 | * Reconciliation
 |
|  | * Financial Mgt
 | * Accounts Mgt
 | * Budgeting
 |
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| **Achievements** |  |
| 2010-2014 | * Higher Education Commission of Pakistan Scholarship.
 |
| 2015-2017 | * Prime Minister Fee Reimbursement Scholarship.
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| **Certifications** |  |
| 26/08/2016 | * **Business Development Skill,** HRDC IM Sciences Peshawar, Pakistan.
 |
| 10/11/2011 | * **MS OFFICE 2007,** University of Peshawar, Peshawar Pakistan.
 |
| 10/01/2013 | * **English Conversation,** Kabul English Language Center, Peshawar.
 |
| 29/10/2011 | * **Experiential Youth Leadership Conference, OYD,** Peshawar.
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| **Languages known** | * Urdu
 | * English
 |
|  | * Pashto
 | * Hindi
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| **Hobbies** | * Playing cricket
 | * Reading Newspapers
 | * Internet surfing
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