

Profile;

Talented, self-motivated, enthusiastic administrative and accounting professional with almost 2.5 years of professional experience in Finance & Accounts. Sound Knowledge of Business Process, accounting practices and internal control.

Skills;

- MS Office (Word, Excel)
- ERP
- Communication skills.
- Presentation Skills.
- Time management.
- Ability to work under pressure.

Work Synopsis;**ABDUL SAMAD WELFARE FOUNDATION**

Peshawar, PAKISTAN

Dec-2022 -Continuous

- ✓ Book keeping
- ✓ Preparing daily Cash Flow.
- ✓ Prepare all kind of Vouchers.(Payment, Receipt & Purchase voucher)
- ✓ Monthly stock counting.
- ✓ Banks dealings regarding to different activities.

Payroll officer

March 2018–May 2019

HIMMEL Tech Peshawar.

Contact Details:

[0332-9969952](tel:0332-9969952)

[0344-9835434](tel:0344-9835434)

murtazaurrehman07@gmail.com

Qualification:

▪ **MS (FINANCE)-2021**
THE UNIVERSITY OF
AGRICULTURAL
PESHAWAR

▪ **BBA (HONS)-2014**
THE UNIVERSITY OF
AGRICULTURAL
PESHAWAR

▪ **INTERMEDIATE-2009**
GOVT. DEGREE COLLEGE
HAYATABAD

MATRICULATION-2007
UNIVERSITY PUBLIC
SCHOOL

Professional Knowledge

- Bank reconciliation statement
- Stock take.

Other Skills

- Well versed in MS Office
(word, excel)