

Ability to work in position of Administration / management level like, challenging, dynamic and Competitive environment that will provide me a golden opportunity to apply my knowledge, skills and achieve career Excellence through my performance.

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## Experience

**August 2022 – January 2023**

- Welfare and Relief Committee, Peshawar.

(Health sector Semi-Govt Organization)

### Finance Officer

**Project: Smart Aid Flood Relief Project**

(March 2023)

Thematic Area: Microfinancing for Energy Resources

**Project: Diyanet Foundation (Turkey) Ramzan Food Project**

(2022-2023)

Thematic Area: Food Distribution

**Project: KPK TEVTA Skills Development Project**

(2022- 2023)

Thematic Area: Education

**Project: FATA Development Authority**

Thematic Area: Education

(2022-2023)

**Project: Public Hospitals run under PPP (Public Private Partnership)**

**Thematic Area: Health Sector**

(2021-2023)

- Bank stat. and cashbook reconciliation.
- Preparation of receivables, payables and cash balances / accounts.

- Analyzing financial ratios and analysis.
- Maintaining of ledgers, preparation of financial statements.
- Performing reconciliation of monthly and yearly Bank statement and cashbook.
- Month end reconciliation of financial documents.
- Preparing and maintenance of Payroll system of employees / staff members.
- Keep accurate records for all daily transactions.
- Reconciliation with tenants and vendors on their ledger along with system data.
- Prepare balance sheets.
- Verifying financial statements, records and transactions for accuracy and compliance with regulation.
- Prepare monthly, quarterly and annual financial reports.
- Supporting Finance Manager with executing the projects and tasks when required.

### **Assistant Audit Officer:**

#### **January 2023- July 2023**

- Participate in financial audits.
- Performs accurately in preparing and carrying out internal Audit also helps the third party in carrying out External audit.
- Preparation of working paper for Interim and Financial Audit.
- Responses to all observation and Audit reports of internal Audit and Donor Audit.
- Assisting in planning and executing Audit Engagements for Clients.
- Performing substantive testing, analytical procedure and other Audit procedure
- Documenting Findings and preparing work papers to support Audit conclusions.
- Preparing the stages of the auditing process, including planning, preliminary review, fieldwork, and audit report.

- **Afrasiab and Co. Chartered Accountants, Peshawar.**

#### **July 2021– August 2022**

- *Internship*

#### ● Audit and Accounts Internee

- Planned audit assignments allocation of work, setting timelines, and supervision of audit teams.
- Reviewed audit working papers and ensure that they are according to firm and international standards.
- Finalized audited financial statements to ensure that they comply with International Financial Reporting Standards (IFRSs) and fulfill other statutory reporting requirements.
- Discussed audit points and management letter with the client's management.

- Prepared audit proposals for prospective clients.
- Carried out Tax, Corporate Governance and Statutory compliance reviews of clients.
- Prepared Management Reports.
- Prepare monthly budget along with analysis of actual vs Budget expenditure.
- Performs thorough variance analysis.
- Update internal systems with financial data.

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## Education:

### ACCA (finalist)

- Professional academy of Commerce (PAC Peshawar )
- ACCA part qualified.
- ACCA foundation diploma in *Foundation accountancy*.
- ACCA Diploma in *Management and financial accounting*.
- ACCA Diploma in *Financial and Business accounting*.

### Accounting Software

- Certified in QuickBooks accounting software (ver. 2017)

### INTERMEDIATE (HSSC)

- Peshawar model degree college(Peshawar)  
Pre- medical/ F.sc (2017)

### Secondary School Certificate (SSC)

- Peshawar model girls high school(Peshawar)  
Matriculate in Science (2015)

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## Skills

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| • Works at an expert level on QuickBooks accounting package. | • Writing and preparing lectures.                             |
| • Working on Excel and Microsoft word                        | • Strong communication / linguistic skills.                   |
| • Working on Data entry and spreadsheet                      | • Fluent at speaking English, Urdu, Persian, Pushto.          |
| • Good Communication skills.                                 | • Data and records feeding at Spreadsheet.                    |
| • Analytical thinking of problem solving.                    | • Skilled in using spreadsheet and MS office and excel sheet. |
| • Good Management skills                                     |   |
| • MS. Office   |   |
| • Presentation (with/without Slides)                         |   |
| • Documents Preparation/ Report.                             |   |
| • Team management.   |   |