

Summary

- Managing Payroll Accounts
- Store and Purchase Accounts
- Sales Accounts
- Managing Purchases
- Banks and FBR visits
- EOBI and ESSI contributions and Payments
- Managing Time Office and Leave Adjustment
- Making Payments to Suppliers
- Income Tax and Sales Tax filling on FBR website
- Mainting Fixed Assets Registers
- Reporting To Chief Exective
- Dealing with insurance companies (Building, Stock, vehicles, Group Life)

Skills

Accounting | Accounting Skills | Budgeting | Data Comparison | ERP Software Command | Export Strategy Development | Financial Accounting | Foxpro | Microsoft Excel | Sales Channels Knowledge | Team Management

Experience

Oct 2017 - Present

**Admin &Accounts Officers**  
Khazana Sugar Mills Charsadda Road peshawar, Peshawar, Pakistan

Feb 2016 - Sep 2017

**Accounts Assistant / Accounts Intern**  
KAWSAR PIPES, Peshawar, Pakistan

Education

2014

**Iqra University**  
Bachelors in Business Administration  
Business Administration, Financial Accounting  
CGPA: 3.3/4

Languages

Urdu Intermediate	English Intermediate
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