



Arshad Hameed

Accountant

An Independent & Self motivated Finance graduate with 2 years of experience in accounting & store management. Monitored a 45-employee team while handling day-to-day accounting processes and financial accuracy. Completed daily cash functions like account tracking, payroll, wage allocations, budgeting, donating, and all cash and banking reconciliations.



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Flat A Block E1 PMAD Colony
Peshawar Cantt, Pakistan,
Peshawar, Pakistan

SKILLS

Microsoft Office

Quickbook

Time Management

Communication

Problem Solving

LANGUAGES

Pashto

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency

INTERESTS

Travelling

Swimming

Movies

Music

Tennis

Cricket

Video gaming

EDUCATION

Intermediate

Peshawar Model Degree College

07/2016 - 07/2018

Peshawar, Pakistan

Courses

▫ Pre-Medical

Bachelor Of Business Administration (Finance)

Islamia College University Peshawar

08/2018 - 08/2022

3.64

Courses

▫ Finance

WORK EXPERIENCE

Junior Auditor/Intern

Ghafoor & Co Chartered Accountant Firm

01/2021 - 01/2022

Peshawar, Pakistan

The chartered Accountancy firm which manages tax, and financial bookkeeping of businesses in Peshawar Pakistan.

Achievements/Tasks

- NTN Registration of Businesses
- Internal Audit Assignments & Training
- Preparing and maintaining Book of accounts
- Cash Record & Reconciliation
- Bank Statements & Reconciliation

Accountant

China Town & Jade Cafe Peshawar

11/2022 - 12/2023

Peshawar, Pakistan

China Town & Jade cafe is the restaurant operating and serving in Peshawar

Accountant

- Cash management
- Bookkeeping
- Payroll Management
- Recording Daily transactions
- Profit & loss statements
- Store Management & Inventory Management

CERTIFICATES

Quickbook (11/2022 - 01/2023)

Freelancing (11/2023 - 01/2023)