

# Abdul Qadir



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## // PERSONAL SUMMARY

Graduate of Economics with Four years of Experience in Public & Private Sector Organization and passionate about working in the Professional field and ready to take on a challenging position to further my career. I have excellent practical and theoretical knowledge of the field of work and a quick learner of new information, systems, products, and processes. Have a good knowledge of quantitative data analysis of existing secondary data sets and primary quantitative data, using Eviews and/or SPSS. A very good communicator with people from all walks of life. Competent in the use of ICT and Microsoft Office, able to present reports and make professional presentations. I would like to work for successful organization or Company that Reward achievement and offer great opportunity for career Development.

## // WORK EXPERIENCE

### SALES ACCOUNTANT

September 2021- Present

#### **ZRK Group of Industries (PVT) LTD**

- Prepared daily sales Quantitative report. (Regional & Zone Wise)
- Coordinate with Warehouse (Stock), Sales & Dispatch Department for Reconcile daily sale report.
- Posting daily sales Data into Accounting Software (SAP Business One).
- Prepared AR Invoices & Carries responsibility for debit/credit memo transaction in AR module.
- Monitor and perform the calculation of discounts for customers, including trade discounts or payment discounts.
- Update prices, Rate approval of the customers as well as manage invoices and documents related to sales activities.

### ADMIN & MT ASSISTANT

June 2021 - Aug 2022

#### **ZRK Group of Industries (PVT) LTD**

- Provide Support to Admin Manager and Manager Operations in carrying out day to day admin activities.
- Responsible for Admin Department Petty Cash, Verification of third Party/ Contractor Bills and Ensure timely submission and payments of Monthly Utility Bills, rental, and Contractor payments.
- Manage the overall kitchen and lunch expenses of Officer Mess.
- Raise Purchase requisitions for all department requirements.
- Assist in building repair & maintenance related work.
- Assist Employees in making travel/transport arrangement if needed.
- Ensure the appropriate use, maintenance, and repair of all admin vehicles & Production vehicles.
- Prepared daily Maintenance & Repair Report of Admin & Production Vehicles.
- Reconciliation Admin, Production Vehicles Bills of Maintenances & Repaired.
- Prepared Monthly Fuel Consumption & Utilization Report of Admin vehicles.
- Prepared Monthly Contractor Bills of Admin & Production Vehicles.

**Grownix Digital Marketing Agency, Islamabad**

- Undertake reception duties in an office/establishment provide information regarding available services.
- Maintain filing systems, including establishment of new files.
- Accurately recording all financial transactions, usually on computer systems.
- Dealing with payroll, expenses, processing invoices, recording accounts payable and accounts receivable.
- Maintain financial records and prepare billing information.

**ACCOUNTS & OFFICE ASSISTANT (TRAINEE)****April 2016 – April 2017****Benazir Income Support Programme****Federal Government of Pakistan, Mardan Divisional Office.**

- Worked on BISP Case Management System (BISP database).
- Dealing with Update Related Cases, Targeting Related Cases, Payment Related and Data Entry, Validation, Verification of Beneficiaries on Case Management System (BISP Database).
- Dealing with Complaints against payment issues of Benazir income support beneficiaries.
- Keep comprehensive records of all Beneficiaries complaints, from the initial problem to the eventual solution.
- Prepares and presents detailed reports on Waseela-e- Haq recovery on monthly basis.
- Worked as Account and Office Assistant.
- Provide assistance for maintaining the filing system of finance and accounting related documents.
- Carry out tasks newly assigned by the superior.
- Immediately reports all problems involving my area of responsibility.

**// ACADEMIC BACKGROUND****BS (Hons) in Economics****Equivalent to MSc Economics**

Institute of Management Sciences (IM|Sciences) Peshawar  
2011 - 2016

**High Secondary School Certificate**

Fazaia Degree College Risalpur (FBISE)  
2009 – 2011

**Secondary School Certificate**

Fazaia Degree College Risalpur (FBISE)  
2007- 2009

**// TRAINING & CERTIFICATE****Prime Minister's Youth Training Scheme**

National Internship Programme at Benazir Income Support Programme (April 2016 – April 2017)

**The Sustainable Development Goals- A goals, transdisciplinary vision for the future**

University of Copenhagen and offered through coursera

**// LANGUAGES**

- ENGLISH
- URDU
- PUSHTO

**// ABILITY SKILLS**

- Quantitative Data Research & Time Series Data Analysis.
- Collecting, Compiling and Analyzing Statistical Data
- E-Views and SPSS (Statistical Package for the Social Science) & Microsoft Office- Excel, Word, PowerPoint
- SAP Business One (Software)
- Good knowledge of ICT technologies (related software, phone, fax, email and internet).

**// REFERENCES****Mr. kalim Ullah | DGM Audit**

ZRK Group of Industries (PVT) LTD  
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**Mr. Habib Ur Rehman | Admin Manager**

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**Mr. Faisal Iltaf | Co-Founder**

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