

Abdul Qadir



Sector I, Street # 03, House # 120,
Sheikh Maltoon Town, Mardan,
Khyber Pakhtunkhwa, Pakistan



+92-3138303027



abdul_ims@hotmail.com

// 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 2022- Present

ZRK Group of Industries (PVT) LTD, Mardan, Khyber Pakhtunkhwa

- 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, Mardan, Khyber Pakhtunkhwa

- 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.

ADMIN & ACCOUNTS OFFICER

July 2018 – December 2019

Grownix Digital Marketing Agency, Islamabad

- Efficiently manage day-to-day office operations, Handle communication, emails, and inquiries.
- Manage office supplies and equipment, Assist with travel arrangements.
- Record and process financial transactions accurately, Monitor and manage Office expenses.
- Prepare and issue invoices; follow up on payments.
- Assist in budget preparation and monitoring.

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
Contact # +92-3149666829
Email kalim@zrkgroup.com

Mr. Habib Ur Rehman | Admin Manager

ZRK Group of Industries (PVT) LTD
Contact # +92-3449434451
Email habib.rehman@zrkgroup.com

Mr. Faisal Iltaf | Co-Founder

Grownix Digital Marketing Agency, Islamabad
Contact # +92-3339847187
Email faisal.iltaf@gmail.com