

PROFILE

I have done my major in business finance. I have different practical skills and knowledge to deliver the quality result, like reporting and different managerial skills. I believe in free hard work leads to success. I stay committed to my task. I consider myself to be a well-motivated and competitive individual. I have the ability to handle the challenges strongly and work under pressure and independently, also I can play a significant role in conflict management. I am confident, quick learner, reliable, and oriented individual and do completion of a task on time.

CONTACT

Address:

H # A 41, Hajji Camp, Amin colony, G.T road, Peshawar

Cell: +92-336-9076515

Email: pakind175@gmail.com

PROFESSIONAL SKILLS

1. Finance
2. Treasury
3. Insurance
4. Budgeting
5. Accounting

SOFTWARES

- SAP – Business One
- MS Office
- FoxPro
- QuickBooks
- Peachtree

Experience

Assistant Manager Treasury & Corporate Finance - May 22, 2018 to till now

Aziz Group of Industries, Peshawar

1. TREASURY & FINANCE

- Preparation of daily liquidity report. (Present to CEO)
- Preparation of Monthly Markup report on Long term short term Loans and posting of monthly provisions. (Present to CEO)
- Preparation of Insurance weekly dashboard. (Present to CEO)
- Renewal of All Group Insurance Coverage related to Materials, Finished Goods, Vehicles & Fixed Assets of the Company and maintaining prepaid insurance schedule.
- Handling of Insurance claims with Insurance companies.
- Establishment of LC's and its Retirement from different Banks and its reporting.
- Preparation and working of Insurance payments related to LC's Import/ Export.
- Leasing of vehicles from bank & its termination.
- Preparation of weekly Target vs. budget report. (Present to CEO)
- Preparation of weekly FX registers. (Present to CEO)
- Preparation of daily banks DP file.
- Daily pledge and release of stocks according to need.
- Making 5 years/ 10 years projections under supervision of line manager for LTFF/TERF transactions.
- Preparation of Foreign and Local TT's
- Preparation of bank Reconciliation statements.

2. ACCOUNTS – Worked as Senior Accountant

- All banking Entries (Pledge, Release, Markup, LC opening, LC retirement etc.
- Monthly Stock taking at Mill (Finished Goods, Raw material, Waste, WIP) and Valuation.
- Preparation of Markup on Long term short term Loan.
- Preparation of Landed cost.
- Preparation of Raw material GRN and posting of AP Invoice.
- Preparation of sale of waste/Scrap report monthly.
- Checking/Posting of freight Bills and also preparation of freight per pound sheet and freight outward register.
- Checking and Reconciliation of Finished Goods/Raw Material Stock and payment vouchers.
- Preparation of bank Reconciliation statements.
- Preparation of Yield Report.
- Monthly Assets Capitalization from SAP Store Consumption Schedules

LANGUAGES

- English
- Urdu
- Pashto
- Hindko

REFERENCES

Available upon request

Assistant Manager Accounts - MAY 2012 to Jan 15, 2018

PAK International Industry, Peshawar

Responsibilities Assigned:

- Petty cash management and posting of all related entries.
- Payroll entries, and prepare monthly salaries for Labor and Admin.
- Prepare Dispatch invoices and other accounting documents.
- Calculation of cost.
- Preparation of Monthly Profit and Loss Statement
- Preparation of stock reports and dispatch Invoices
- Recovery from customer.
- Good interaction with customers regarding sales.
- Prepare and review budgets, revenue and expenses.
- Preparation of tax challan and withholding tax statement.
- Vouchers filling and record keeping.
- Preparation of bank Reconciliation statements
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Accountant - 2009 – April 2012

Shiraz Industry Pvt. Ltd. Peshawar

Responsibilities Assigned:

- Preparation of dispatch bills.
- Maintain all record of vendor (Raw material, spare parts etc.)
- Recovery from customer.
- Preparation of invoices.
- Maintain policy, confidential and general files in a manner allowing rapid
- Classify and code material and maintain office files.
- Makes travel arrangements for project staff and assists in processing the travel claims.
- Maintains a proper filing system/inventory for the project
- Oversee the work of sub-ordinate project staff members.
- Maintain a list of addresses/phone numbers of counterparts and relevant GOP/Private Organization's officials.

Education

Qualification	Year	School/College/University	Main Subjects
M.B.A (Master in business administration)	2012	City University of Sciences & Information Technology, Peshawar.	Finance
B.Com (Bachelor in commerce)	2010	Khyber college of Commerce and management sciences Peshawar.	Commerce
D.B.A (Diploma in Business Administration)	2008	Khyber college of Commerce and management sciences Peshawar.	Commerce
S.S.C	2006	S.S.Z.P.S Peshawar.	Science