

AIZAZUD DIN

E-mail: Aizazud111@gmail.com

Cell # +92-300-9138908

Skype Id: Aizazud111@gmail.com

Father's Name : Shajjauddin
Date of Birth : 2nd FEBRUARY, 1998
Religion : Islam
Nationality : Pakistani
Gender : Male
Domicile : K.P.K. (Dir Lower)
Permanent / Postal Address : Village Malakabad, City: Timergara,
Tehsil: Timergara, District: Dir (Lower).

OBJECTIVES:

I am an ambitious and hardworking professional. I am adept at handling pressure and perform multiple tasks on a daily basis. To obtain a position where I will be able to contribute my knowledge, skills and experience to accomplish company goals and implement new ideas that add value to the business.

EXPERIENCE:

POSITION	ORGANIZATION	FROM	TO
ASSISTANT FINANCE MANAGER	KIA MOTORS KHYBER, PESHAWAR, PAKISTAN	JAN-2023	Till Date
<u>Duties and Responsibilities:</u> <ul style="list-style-type: none">Recording daily dataRecording and Maintaining Account payables & receivablesCash Book reconciliationBank reconciliationPayrollPreparing monthly accountsUsing Oddo software to update data			

POSITION	ORGANIZATION	FROM	TO
ACCOUNTANT	Munir Tatar & Associates (Pakistan) UK Based.	Oct-2022	Dec-2022
<u>Duties and Responsibilities:</u> <ul style="list-style-type: none"> • Bookkeeping of UK and Turkish Clients. • Bank Reconciliation • Preparation of Credit Card Statement • Payroll (Journal Entries) • Posting data in accounts through Xero and Hubdoc softwares. • VAT (Value added Tax) calculation. • Communication with clients • Review 			

POSITION	ORGANIZATION	FROM	TO
AUDIT ASSOCIATE	Saeed Methani Mushtaq & Co, Chartered Accountants.	Mar-2021	Sep-2022
<u>Duties and Responsibilities:</u> <ul style="list-style-type: none"> • Performing audit procedures, identifying fraud and material misstatement, and preparing Financials statements in accordance with IFRS. 			
TAX ASSOCIATE	Saeed Methani Mushtaq & Co, Chartered Accountants.	Mar-2021	Sep-2022
<u>Duties and Responsibilities:</u> <ul style="list-style-type: none"> • Filing of Income Tax Returns of Individuals. And monthly Sales Tax Returns. 			

LANGUAGES:

LANGUAGE	PROFICIENCY
English	Conversational
Pashto	Fluent – Full Knowledge
Urdu	Fluent – Full Knowledge

ACADEMIC RECORD:

Examination	Year	Marks/ Pass	Division	University/Boards
ACCA, Finalist	2018-		N/A	The Professionals' Academy of Commerce (PAC), Peshawar.
AFD	2016-18	PASSED	N/A	The Professionals' Academy of Commessrce (PAC), Peshawar.
F.SC (Pre-Medical)	2014-16	837/1100	1 st	Board of Intermediate & Secondary Education Peshawar
Metric (Science)	2012-14	832/1100	1 st	Board of Intermediate & Secondary Education, Malakand

SKILLS:

<ul style="list-style-type: none">✦ Information Technology - MS Office✦ Information Technology - Quick Books✦ Information Technology – Xero✦ Information Technology – Hubdoc✦ Information Technology – Oddo	<ul style="list-style-type: none">✦ Administration – Task Responsibility & Team Work✦ Administration - Office Management✦ Administration – Team Leading✦ Administration – Organizing and Planning
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