



AWAIS SHARIF

Present Address: Village Izzat Khan Kallay P.O Hathian Tehsil Takht Bhai District Mardan.

Cell: 0316-7397734

Email: awaisharif1234@gmail.com

■ ■ OBJECTIVE:

After having deeply given thought about myself, I can say that I am an ambitious person. I am the type of person that likes to move ahead in life. I have excellent communication skills that enable me to communicate with people of all ages and cultural backgrounds. I am a self-motivated hardworking individual who love challenging and interesting work assignments. I believe in positive attitude and willingness to be given 100 percent. I enjoy working with people.

■ ■ PERSONAL INFORMATION:

✚ Father Name : Sharif Khan
✚ NIC No : 16102-9830784-3
✚ Domicile : Mardan
✚ Nationality : Pakistani
✚ Religion : Islam
✚ Marital Status : Single
✚ Date of Birth : 10-03-1998

■ ■ EDUCATIONAL INFORMATION:

Degree/Certificate	YE A R	Marks	Division	BOARD / UNIVERSITY
Matric (Science)	2016	582/1100	2 nd	BISE Mardan
D.Com	2018	824/1200	1 st	BTE Peshawar
B.Com	2021	810/1400	2 nd	University of Peshawar
M.Com	2024	1012/1400	1 st	Abdul Wali Khan University Mardan



✚ Experience

Assistant Accountant In BHM Construction Company In Tarnol Islamabad With Effect From 1 Feb-2023 Till Continue.



■ ■ RESPONSIBILITIES PERFORMED

- ✚ Book Keeping via Double entry Accounting System
- ✚ Petty Cash Management
- ✚ Bank Reconciliation
- ✚ Account Payable/Petty Contractors/Suppliers Accounts
- ✚ *Prepare Monthly Reports*

■ ■ LANGUAGE:

- ✚ Pashto : *Read and Speak*
- ✚ Urdu : *Read , Write and Speak*
- ✚ English : *Read , Write and Speak*

■ ■ SKILLS & ABILITIES

- ✚ Communication skills.
- ✚ Excellent team working skills, good organizational and social skills.
- ✚ Organizing skills.

■ ■ COMPUTER KNOWLEDGE

- ✚ MS Office
- ✚ Typing
- ✚ Window Installation

■ ■ REFERENCE

Ilyas Sharif

Lecturer at Quaid-e-Azam College of Commerce University of Peshawar, Peshawar.

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