

# Muhammad Inayat Ur Rehman

M.B.A. (Banking & Fin)



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## **CAREER SUMMARY**

My objective is to achieve the level of excellence in my profession and enhance my professional capabilities by enabling my self to become a part of best entities and provide them with the best of my abilities keeping in mind the importance of integrity, objectivity and transparency of financial presentation.

## **PROFESSIONAL EXPERIENCE**

### ○ Assistant Accounts & Finance Manager – Askari Guards (Pvt.) Ltd (AGL), Army Welfare Trust (AWT)

Feb 2016 – July 2020

*I have been enrolled in Askari Guards Pvt Ltd on Dated 08 Feb, 2016 to 31<sup>st</sup> July 202. Main duties and responsibilities are as under:*

- *Proper filling and overall documents, like BPV, CPV, JV's, BRV's etc*
- *Over all banking duties and responsibilities.*
- *Process the salary preparation of Guard's and disbursement of their salaries in their bank accounts.*
- *Proper check and balanced disbursement of salaries like account's Reversal and any kind of their salary issued handling.*
- *Process company documentation such as Invoice and payment checks.*
- *Managed all purchase orders and monitored company budget by controlling project expenses.*
- *Prepared invoices, expenses report and memo's.*
- *Compiled and analyzed company documentation for accuracy.*
- *Paper official data in soft and hard form.*

### ○ Business Development Officer – Askari Guards (Pvt.) Ltd (AGL), Army Welfare Trust (AWT)

August 2020 – July 2021

- *Work as Business Development Officer (Field Work) in the area of Lakki Marwat (University of Lakki Marwat) dealing all related work and solving the issue of Guard's. Also deal with all the region marketing process, timely preparation and renewal of contact etc,*
- *Work with harmony with finance, HR, Logistic and Recovery Department for the profitability of region.*

## **EDUCATION**

MBA - Banking and Finance (2013)

Gomal University D. I. Khan

B.A - Arts (2009)

University of Science & Technology Bannu

## **ACHEIVEMENTS**

- *Attained the Best Employee of the Accounts Department excellent analytical, judgmental, quick decision making and great problem solving skills.*
- *Appreciated by supervisor because of my proficiency in using people soft and the company's finance information system.*
- *Proved to be one of the top employees to submitted every report before due time.*
- *Achieved an appreciation letter from company to achieve the targets.*
- *Never failed in preparing profit and loss statements and statements of financial position for every provision partner as well as the parent company.*



## **TECHNICAL SKILLS**

- Human Resources Management
- Job Descriptions
- Performance review methods and techniques
- Staff training, development and recognition
- Good communication skills
- Employee handling skill
- Supervisory skills
- Team building skills
- Filed Work
- Accounts and Finance

## **COMPUTER SKILLS**

- Peachtree
- Microsoft Office Applications
- Askari Financials (ERP)