

# CURRICULUM VITAE



## RAHMAT ULLAH

### CAREER OBJECTIVE:

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I'm looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

### PERMANENT ADDRESS:

Master Mind Computer Saddar Bazar  
Risalpur Cantt PO Risalpur Tehsil & District  
Nowshera

### CONTACT No:

+92 313 3460888  
+92 345 1557886

### PERSONAL INFORMATION:

Father's Name: **Mansoor Khan**

Date of Birth: **08-06-1987**

CNIC No. **17201-9767132-7**

Religion: **Islam**

Nationality: **Pakistani**

Marital Status: **Married**

Gender: **Male**

Domicile: **Nowshera**

## ACADEMIC QUALIFICATION

**MBA Finance** **76.2%**

From Northern University Nowshera

**BBA (Hons)** **72.02%**

From Sarhad University Information and Technology  
Peshawar

**FSC (Computer Science)** **63%**

From Board of Intermediate & Secondary Education  
Mardan

**SSC (Science)** **62%**

From Board of Intermediate & Secondary Education  
Malakand

## EXPERIENCE

✚ *Worked as Assistant Accounts Officer in Khyber Tobacco Company Mardan from 1<sup>st</sup> Jan 2012 to Sep 2022.*

✚ Areas of work

- ✚ General Vouchers
- ✚ Bank Payment Vouchers
- ✚ Cash Payment Vouchers
- ✚ Posting and Book Keeping
- ✚ Growers Payments Record
- ✚ Bank Receipt Vouchers
- ✚ Bank Reconciliation Statement

✚ Leaf Logistic

- ✚ Maintain all godown
- ✚ Checking Recipient and Dispatch
- ✚ Maintain GLT Issues
- ✚ Daily Checking Data
- ✚ Maintain All Green Record
- ✚ Maintain Both Stock Official & Un-Official

## LANGUAGES

❖ English	Speaking	Writing	Reading
❖ Urdu	Speaking	Writing	Reading
❖ Pashto	Speaking	Writing	Reading

## COMPUTER & ACCOUNTING SKILLS

- ✚ *Peachtree Accounting*
- ✚ *Quick Book Accounting*
- ✚ *Tally Accounting*
- ✚ *Microsoft Office 2007*

## HOBBIES

- ✚ *Reading Books*
- ✚ *Traveling*
- ✚ *Internet Browsing*