**AMJAD BUKHARI** 

 H# 53/1, Street A-1 Asad Anwar colony, Gulbahar#1

 Peshawar Pakistan

 Contact: +92321-9079351

 E-mail: amybukhari@gmail.com

**Career Profile**

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| --- |
|  Dedicated MBA (Master of Business Administration) & To acquire practical experience by working in an organization so that I can boost my skills, knowledge and confidence and transform myself into a well-trained and highly competent graduate with a will to confront challenges and deliver outstanding results in face of complex situations and prove myself an asset to any organization I work for. |

Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/Certificate** | **Major** | **Percentage** | **Grade** | **Year** | **University/Board** |
| MBA (3.5)/ MS Equivalency (18 years) | Finance | 3.40/4.00 | A | 2017 | University of Peshawar |
| B.COM-IT | Commerce | 3.93/4.00 | A | 2013 | CECOS *University Peshawar* |
| D.COM | Commerce | 868/1200 | A | 2011 | CECOS *frontier college of Business education Peshawar* |
| Matric | Federal Board | 708/1050 | B | 2009 | Army Public School & Colleges System |

Work Experience

**WATER & SANITATION SERVICES PESHAWAR (Govt: of KP)**

The Government of Khyber Pakhtunkhwa (GOKP) has established an independent utility company by the name of Water and Sanitation Services Peshawar (WSSP). It is registered under the Companies Ordinance 1984 with the Securities and Exchange Commission of Pakistan. The rationale for setting up this company is to amalgamate, under one corporate entity, all drinking water, sanitation and solid waste management services in Peshawar City previously being provided by various government entities, departments and sections such as Peshawar Municipal Corporation, Town Municipal Administrations, Peshawar Development Authority or Town Committees. This integration will greatly improve the overall planning and service delivery in the city by making infrastructure development, and operations and maintenance more efficient and effective. The goal of WSSP is to “bring sustained improvement in water and sanitation delivery to effectively address basic needs of citizens of Peshawar”.

**Acting Accounts & Billing Assistant WSSP-Govt of KP (Since 2017)**

* Store keeping of items in an appropriate manner.
* Works prescribed Accounting procedures and policies through Enterprise Resource planning (ERP).
* Analyze transactional processes & identify areas where additional accuracies & efficiencies can be achieved.
* Liaison work with internal and external stake holders and banks, to facilitate Customers at most priority.
* Keeping records, resolve problems regarding WATSAN bills.

**In charge Customer Care & Recovery WSSP-Govt of KP (Feb to May 2022)**

* To look after the recovery matters and customer care matters.
* Plans, manages, organizes and supervises, with the procedures of the company.

**Billing Officer M-8| Water & Sanitation Services Company Mardan (May 2022) Till date**

* Analyze revenue, expenditure trends & ensure expenditure control.
* Revenue Collections and ensure payments to the banks.
* Bank Reconciliation at prescribed company policies.
* Plans, manages, organizes and supervises, with the principles and procedures of the company.
* Well Versed with Packages Software (Billing System)

#### Other Skills:

* Excellent communication and interpersonal skills.
* Business development skills.
* Well versed with (HTML, MS Office, ERP & Quickbook)
* Billing Software (Finclouds)

**Certifications Honors and awards**

* Quick Book (Accounting Software).
* Gold medalist B.COM.
* Certificate of best academic performance.
* Certificate of outstanding business idea.
* Certificate of Appreciations.

#### TRAINING/ COURSES ATTENDED

* The Practice of Islamic Banking as a trainee by (STATE BANK OF PAKISTAN).
* Given the innovative business idea to AURAT foundation.
* Attended the training session organized by ISRA University (Hyderabad) (Sindh).
* Different refresher sessions.

**Personal Profile**

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| --- | --- |
| **Father Name** | Muhammad Yaqub |
| **Date of Birth** | September,16,1991 |
| **Nationality** | Pakistan |
| **Religion** | Islam |
| **CNIC No.** | 17301-0732498-5 |
| **Marital Status** | Single |
| **Domicile** | Peshawar (KP) |
| **Hobbies** | Reading books / Newspaper Surfing Internet |
|  |  |

**References:**

1. **Naveed Akhtar | Chief Financial Officer (CFO)**

Water and Sanitation Services Company Mardan Khyber Pakhtunkhwa

Contact Number: 0300-5962580, E-mail naveed.akhtar@wsscm.org.pk

1. **Nusrat Ali Shah | Manager Finance (Billing & Collection) /Company Secretary**

 Water and Sanitation Services Peshawar Khyber Pakhtunkhwa

 Contact Numbers

1. **Muhammad Sohail | Asstt Manager Finance (Billing & Collection)**

Water and Sanitation Services Company Mardan Khyber Pakhtunkhwa

Contact Number: 0300-9054849, E-mail sohail@wsscm.org.pk