

# ASAD MASOOD



**Phone:** +92 336 9126974

**Email:** asadmasood6974@gmail.com

**Address:** House 937, Street-26, Sector/E5,  
Phase-7, Hayatabad, Peshawar.

## PERSONAL INFORMATION

**Father Name:** Liaqat Masood  
**Date of Birth:** 17<sup>th</sup> August, 1998  
**Marital Status:** Unmarried  
**CNIC No:** 17301-6031890-7  
**Nationality:** Pakistan  
**Domicile:** Peshawar  
**Gender:** Male  
**Religion:** Islam

## COMPUTER SKILL:

- MS-Office
- Internet Communication

## PERSONAL SKILLS:

- Team Player
- Communication Skills
- Problem-Solving
- Leadership
- Time Management
- Adaptability
- Interpersonal Skills
- Conflict Resolution
- Organizational Skills
- Work Ethic
- Customer Service

## FRESH BS (COMMERCE) GRADUATE WITH ONE YEAR PROFESSIONAL EXPERIENCE

### OBJECTIVE

- ✓ To enter in a challenging environment providing my best services & take part in the growth & benefit of the organization so that I will be able to develop a successful career using optimum blend of knowledge and skills.

### ACADEMIC QUALIFICATION

- ✓ **BS (COMMERCE)** **Year: 2018-22**  
Sarhad University of Science & I.T, Peshawar, KP, Pakistan.
- ✓ **DIPLOMA IN COMMERCE** **Year: 2016-18**  
Capital Degree College, Peshawar, KP, Pakistan.
- ✓ **MATRICULATION (SCIENCE)** **Year: 2014-16**  
Board of Intermediate & Secondary Education, Peshawar, KP, Pak.

### EXPERIENCE

- ✓ **RORYAN PHARMACEUTICAL, PESHAWAR, PAKISTAN.**  
**Designation:** ACCOUNTANT  
**Duration:** (One year)

#### Key Role and Responsibilities:

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data with confidentiality
- Conducting database backups when necessary
- Comply with financial policies and regulations
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Advanced MS Excel skills including Vlookups and pivot tables.

### LANGUAGES

Can effectively communicate in

- English, Urdu and Pashto.

### INTERESTS

- ✓ Sports, internet
- ✓ Reading and Travelling

### REFERENCES

- ✓ Can be provided if required.