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ABDUR RAHMAN

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+92-302-5989090 / +92-336-5989090

SUMMARY OF QUALIFICATION

M.com (University of Peshawar)

CAREER OBJECTIVES

To start out on a professional carrier where I could work in a competitive environment and become to active member of dynamic team. Further improve my professional skills, accept challenges and contribute to organizational goals

EDUCATION

PERS0NAL DATA

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| M.Com | 2019 | 961 / 1400 | 1st | University of Peshawar |
| B.Com | 2017 | 902 / 1400 | 1st | University of Peshawar |
| D.Com | 2015 | 866 / 1200 | A | Technical Board Peshawar |
| S.S.C | 2013 | 863 / 1050 | A1 | BISE Peshawar |
| DIT | 2020 | 1001 / 1400 | A1 | Technical Board of Peshawar |

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| FATHER NAME | KHAN KHEL |
| CAST | AFRIDI |
| DATE OF BIRTH | 03 March 1997 |
| NATIONALITY | Pakistani |
| DOMICILE | District Khyber |
| NIC No | 8070120-3 |
| LANGUAGE | English, Urdu and Pashto |
| MARITAL STATUS | Married |
| RELIGION | Islam4 fx |
| PERMANENT ADDRESS | Bar Qamber Khel Soor Kass No.1 Tesill And PO BOX Distric Khyber. |
| MAILING ADDRESS | Bar Qamber Khel Soor Kass No .1 Tesill And PO BOX Distric Khyber. |

HOBBIES

Playing Cricket, Football,

* Period 1

PROFESSIONAL EXPEREINCE

* Designation: Accountant
* Duration:
* Organization: ALLIED STEEL INDUSTRIAL GROUP
* M.OWAIS STEEL
* Re-rolling Mill (PVT) Ltdsg2ccfrh6y2r
* Tenure: 11-Oct 2019 Till
* **Job Responsibility**
* Verify, allocate, post and reconcile accounts payable and receivable
* Manage accounting assistants and bookkeeper
* Support month-end and year-end close Account

Other Responsibility.

* In accordance with the work plan arrange for procurement of equipment supplies and services
* Physical clear and ensure the delivery of equipment of supplies
* Period 2
* Accountant
* Duration : 2 years Above
* SCHOOL :Allama Iqbal Model School
* Tenure: 11-Sept 2017 to September 2019
* Prepared all daily vouchers of receipts and payment
* Prepare bills for payment
* Maintain all book of account in School i.e cash book, Bank book
* Maintain salary register

COMPUTER SKILLS

* MS Office
* MS-Word, MS-Excel, and MS-Power Point
* Accounting Softwar

OTHER SKILLE

* Have good Typing Speed 30 Words Per Mints