

**Anas Shakir**

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**Business-minded Finance enthusiast promoting more than 4 years of expertise overseeing transactions and reconciling monthly financial reports. Highly collaborative individual with track record of effectively training and coaching staff members. Offering confidence, team contribution and decision making skills.**



## Education

**Sep 2018 - Jan 2020** **MBA Finance: Finance**

*Institute Of Management Sciences - Peshawar*

**Sep 2014 - Dec 2017** **BBA (Hons) in Finance: Accounting and Finance**

*UNIVERSITY OF AGRICULTURE - Peshawar*

**Aug 2011 - Aug 2013** **Intermediate: Science**

*Dawn Islamia Public High School And College - Peshawar*



## Work History

**Oct 2020 – Dec 2023** **Book Keeper**

*SAG, Peshawar, Karak*

- Examined financial documents to check totals, verify transaction accuracy and identify discrepancies.
- Worked under guidance of accountants to prepare financial data in correct formats.
- Verified accounting records, following up on outstanding transactions.

Organized physical documentation of financial records in required formats and according to proper bookkeeping principles.

**Jul 2019 – Oct 2020** **Finance Assistant**

*SAG, Peshawar, Karak*

- Created documentation outlining research findings for use by project managers, customers and other marketing staff to make accurate decisions about future plans.
- Protected company assets with strategic risk management approaches.
- Maintained agile, responsible organization with sustained revenue growth by monitoring industry forecasts, honing budgets and adjusting marketing strategies.
- Created organizational structures to improve accounting and finance functions.

**Dec 2017 – Finance Trainee**

**Mar 2018** *MOL Pakistan, Islamabad*

- Tracked and documented expenses to support budget administration.
- Developed and analysed various budgets and performed financial statement analysis.
- Reviewed monthly requisitions for accuracy and completeness, reconciled transactions and determined payment approval statuses.
- Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.

### **Certification, skills and Interest**

- **Certification:** ISS0 2200 Food Safety Management certificate, Supply Chain Management.
- **IT:** SAP (Intermediate knowledge), Tally 9 (Working Knowledge), Quick Book (Intermediate knowledge), Microsoft Office (Working knowledge)
- **Languages:** English (Native), Urdu (Native), Hindi (speaking proficiency), Solid communication skills in English
- **Hobbies:** Researching about sports related technologies , reading articles about the stock market , cricket, and football.