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|  | |  | **About Me**  Accomplished finance professional with a proven track record at Nabizada Wardak Construction Company, enhancing cash flow management and fostering strong client relationships. Expert in accounting software and internal auditing, with exceptional multitasking abilities. Achieved consistent client satisfaction and financial accuracy, driving business growth and operational efficiency.  **Professional Experience**  **Accounts Officer**  **Afridi Medical Complex**  **Peshawar, Khyber Pakhtunkhwa, Pakistan**   * Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments. * Updated general ledger of accounts with current, accurate and industry-compliant data to meet all internal and external audit requirements. * Overhauled process for year-end inventory audits to improve accuracy. * Developed strong relationships with external partners such as banks and vendors to facilitate smooth transaction processing on behalf of the company. * Input vendor payments and updated accounts to reflect new balances. * Supported month-end closing process by preparing comprehensive journal entries and adjusting balances as necessary. * Collaborated with purchasing department to reconcile vendor invoices and facilitate payments. * Reduced discrepancies in financial statements through meticulous data entry and record-keeping practices. * Prepared detailed financial reports for senior management review, highlighting key performance indicators and trends impacting business health.   **Manager**  **Link International Currency Exchange Pvt Ltd.**  **Peshawar, Khyber Pakhtunkhwa, Pakistan**   * Improved customer satisfaction ratings by enhancing service quality and resolving client issues promptly. * Maintained friendly and professional customer interactions. * Continuously monitored branch performance against key performance indicators, taking corrective actions as needed to ensure objectives were met or exceeded. * Implemented effective sales strategies to achieve branch targets and exceed expectations consistently.   **Finance Manager**  **Nabizada Wardak Construction Company**  **Kabul Afghanistan**   * Strengthened internal controls through regular audits and adherence to regulatory requirements. * Trained new and existing staff members in various financial procedures to prepare for job requirements. * Prepared monthly reconciliation of bank accounts and took corrective actions on deviations. * Processed invoices and contacted appropriate parties for timely payment receipt. * Developed comprehensive financial reports for executive decision-making support. * Mentored junior finance staff, fostering professional development and strong team dynamics. * Optimized cash flow management, allowing for timely investment and debt reduction.   **Account Manager**  **Nabizada Wardak Construction Company**  **Herat Afghanistan (19KM Road Project)**  **Imame Shashnoor Road Project**  **CLIENT: NRAP**   * Increased client satisfaction by building strong relationships and addressing their needs promptly. * Successfully resolved escalated issues, preventing potential loss of valuable clients while maintaining positive relationships with all parties involved * Conducted regular account reviews to identify areas for improvement and ensure continued success. * Established clear communication channels between clients and internal teams, ensuring seamless project execution. * Negotiated contract terms with clients, securing favorable agreements for both parties.   **Accounts Manager**  **Nabizada Wardak Construction Company**  **Doshi to Polehomri Road Project 52KM**  **ClienT: I.D. B (Islamic Development Bank)**   * Trained junior account managers in best practices and industry standards, fostering a high-performing team culture. * Managed a diverse portfolio of accounts, demonstrating adaptability across various industries and client needs. * Implemented efficient billing procedures to reduce outstanding receivables and improve cash flow. * Collaborated with purchasing department to reconcile vendor invoices and facilitate payments. * Optimized internal communication between departments to address client inquiries efficiently and accurately. * Conducted regular account reviews with clients, providing valuable insights into performance metrics and recommending actions for improvement. * Developed comprehensive financial reports for stakeholders, ensuring transparency and informed decision making. |
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| **Education Background**  **MBA (Finance)**  **IBMS/CS Agriculture University Peshawar KPK.**  **MSc (Economics)**  **University of Peshawar, KPK.**  **B.Sc (Pre Medical)**  **Govt Collge Peshawar**  **University of Peshawar KPK.**  **F.Sc (Pre Medical)**  **Govt Collge Peshawar**  **University of Peshawar KPK.**  **SSC (Science)**  **Peshawar Board KPK.**  **DIT (Information Technology)**  **Board Of technical Education KPK.**  **Professional Skills**  **Accounts receivable and payable**  **General ledger entry**  **Internal Auditing**  **Invoice Processing**  **Bank Reconciliation**  **Funds reconciliation**  **Bookkeeping**  **Accounting Software Proficiency**  **Cash Flow Management**  **Payroll Processing**  **Multitasking Abilities**  **Excellent Communication**  **Languages Proficiency**  **Urdu: - Speaking: Fluent Reading Fluent Writing Fluent Understanding Fluent**  **English: - Speaking Fluent Reading: Fluent Writing: Fluent Understanding: Fluent**  **Persian: - Speaking: Fluent Reading: Proficient Writing: Proficient Understanding: Fluent**  **Pashto: - Speaking: Proficient Reading: Basic Writing: Basic Understanding: Proficient**  **Hard Skill**  **Financial Analysis ,Financial Planning & Forecasting Risk Management,Financial Reporting Auditing & Compliance**  **Soft Skill**  **Communication, Adaptability**  **Collaboration Problem-Solving** | |  |