**sammar abbas**

**Cell: +92-345-5935140**

**E-Mail:** [**sammarabbas90@gmail.com**](mailto:sammarabbas90@gmail.com)

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| **OBJECTIVE** |

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I’m looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

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| **Educational career** |

**Arid Agriculture University, Rawalpindi**

**Master (MBA Finance)**

* 2017

**Arid Agriculture University, Rawalpindi**

**Graduation (BBA HONS Finance)**

* 2013

**B.I.S.E. Rawalpindi**

**HSSC/Intermediate F.Sc (Pre Engineering)**

* 2009

**B.I.S.E. Rawalpindi**

**SSC/Matriculation (Science)**

* 2007

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| **Computer Skills** |

* Operating Systems: Windows
* Accounting Software: GBMS (Global Business Management Software), FAS (Financial Analysis Software)
* Microsoft Office
* Internet Browsing

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| **Personal information** |

* Father’s name : Wajahat Hussain Malik
* Date of Birth : 23rd July, 1991
* C.NIC : 37405-2448739-7
* Domicile : Chakwal (Punjab)
* Marital Status : Married
* Religion : Islam
* Nationality : Pakistani

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| **job experience** |

**Mgr Audit - 12/2022 till do date NUMS (National University of medical Sciences), Rawalpindi**

* Ensuring the compliance of provisions contained in NUMS Act, Statutes, Rules, Regulations, SOPs and wherever required Govt. rules & regulations,
* Conducting pre-audit of all the payments made from the Funds of NUMS,
* Ensuring the payments to be made as per rules and rates approved by the competent authority/forum,
* Checking of Bills/Invoices, GST Invoices and payment vouchers,
* Ensuring the Tax deductions as per rules and rates of the FBR Govt. of Pakistan,
* Ensuring the Administrative/Financial Approval accorded by the worthy Vice Chancellor for incurrence of all sorts of NUMS expenditure,
* Ensuring the compliance of Regulatory and Proprietary provisions in incurrence of expenditure and utilization of NUMS funds,

**Assistant Mgr Audit - 01/2021 to 12/2022 CSD (Canteen Stores Dept) under MOD, Rawalpindi**

* Pre-audit of Bills, HP cases for payment.
* Process Final settlement cases of CSD Employees.
* Conduct Post Audit of CSD Outlets.
* Ensuring compliance of SOPs by subordinate shops.
* Identifying weakness in system and devise checks.

**Assistant Mgr Finance & Accounts - 07/2017 to 12/2020 CSD (Canteen Stores Dept) under MOD, Rawalpindi**

* Ensuring expenses are booked in proper heads of accounts and cost centers for proper report making in head office.
* Ensuring that proper tax has been deducted from payment to vendors.
* Implementing policies of Head office and Finance Div
* Liaison with banks, suppliers, shop managers and head office management.
* Preparing numerous Ad-hoc reports as and when required by head office.

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| **Training** |

* Successfully acquire training certificate on e-Pak Acquisition & Disposal System organized by Public Procurement Regulatory Authority (PPRA).

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| **Interpersonal skills** |

* Team work spirit & motivation
* Energy enthusiasm and motivation to work hard
* Excellent communication skills
* Abilities to make other understand own viewpoint

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| **languages** |

* Fluency in English, Urdu & Punjabi

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| **Hobbies** |

* Books Reading
* Internet Surfing

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| **Reference** |

* Will be furnished on demand

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| **Present Address** |

* H. No 1361, Hill View Road, Rafi Block, Phase VIII, Bahria Town, Rawalpindi.