



AHSAN UL HAQ

PERSONAL INFORMATION

CNIC: 13503-9947503-3

DOB: 09 September, 1994

Address: House# TC 160 Mohallah Nari Mansehra

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Profile

Seeking a Position in a Growth Oriented Organization that will take full advantage of my qualification & provide me an opportunity to enhance my knowledge and skills.

COMPETENCIES

Experience of Managing Day to Day Operation of Company.
Ability to Work in Stress Conditions.
Positive Thinker.
Self-Motivated.
I'm flexible and available just about any time you need me to work.
Attention to Detail.
Career Focused.

EDUCATION

GCMS Mansehra (Hazara University)

Masters in Commerce

Result Date: December 12, 2018

Percentage: 73.57%

GCMS Mansehra (Hazara University Mansehra)

Bachelor in Commerce

Result Date: August 10, 2016

Percentage: 71.36%

Syed Ahmed Shaheed College (BISEP)

Diploma Information Technology

Result Date: JUNE 17, 2015

Percentage: 73.57%

Abasen College Mansehra (BISEATD)

HSSC - Pre-Engineering

Result Date: December 12, 2013

Percentage: 62.09%

Islamia Public School Mansehra (BISEATD)

SSC - Science

Result Date: June 15, 2011

Percentage: 69.14%

WORK EXPERIENCE

Zubair Feeds (PVT) Ltd.

05/2019 To 05/2022

Working in Accounting Software **Sidat Hyder Financial (ERP).**

Sales: Preparing Sale Reports, Posting, Checking & Verification of Sale, Preparing Receivable Report (Daily/Weekly/Monthly), Reconciliation of Customer & Sale Accounts.

Banks Receipt: Posting, Checking & Verification.

RTGs & Bank to Bank Transection: Posting, Checking & Verification.

Inter Company Fund Transection: Posting, Checking & Verification.

Inter Company Reconciliation: Prepare Weekly & Monthly.

Bank Reconciliation: Prepare Bank Reconciliation Statement Weekly & Monthly.

Expenses: Posting & Verification.

Employee Final Settlement: Preparing & Posting.

Loan Against Provident Fund: Preparing & Posting.

Audit Record: Maintaining Record for Audit.

Naeem & Sons Stationers (SMEs).

2014 To 2019

Direct Communication with Customers.

Maintaining Sales Record.

Debtor & Creditor Record.

Cash & Bank Payment.

Cash & Bank Receipts.

Daily Expenses Detail.