

Curriculum Vitae

Nasir

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Post Add: A.Salam Jan & Co **Chartered Accountant** 4th

Status: Single

Floor FC Trust Building — Peshawar, Pakistan

Age: 23

Nationality: Pakistani, Peshawar

❖ **OBJECTIVE:**

Looking for a position in a reputable industry to work in a highly motivating and challenging environment that provides me the best opportunities to enhance and develop my skills to work as a part of a team as well as in individual capacity with aim of achieving the organization goals in short term and long term.

Dedicated to continuous improvement and building career foundation.

Offers strong administrative, time management and multitasking skills.

Skilled in helping modernize workplaces and maintaining high levels of organization. Resourceful and personable with excellent multitasking abilities.

Exceptional understanding of improvement plans and QuickBooks.

❖ **Education:**

BBA (Hons)	2023	Peshawar University
DIT	2023	KPBTE of Peshawar
FS.C	2018	K.M.S And College (Peshawar Board)
SSC	2016	U.M.S And College (Peshawar Board)

❖ **A. Salam Jan & Co. (Chartered Accountant) :**

Designation: Associate Trainee (December/2022 to till Here).

- Income Tax And Sale Tax
- Auditing
- Financial Statement's

❖ **Work EXPERIENCE:**

- Ability to multitask and prioritize daily workload.
- Managing databases and filing systems.
- Ability to manage internal and external correspondence.
- Excellent administration and computer skills.
- Possess excellent administration and communication skills.
- Willingness to carry out administrative tasks.
- Prepare salary, utility bills, sales, Goods Declaration, and other schedules for tax purposes.
- Prepare Bank summaries and identify account heads for tax purposes.
- Prepare tax computation and wealth statements of clients under senior management supervision.
- Prepared audit reports and financial statements to present findings and recommend corrective actions.

❖ **Work Done Experience:**

- Online Verification Inquiry
- Final Settlement
- Conversion

- Working Difference
- Pharma chin
- Bank Book Summary
- Vouchering
- Electricity Bill

❖ **LEADERSHIP Experience :**

Hamdard Factory : Internal Auditor

- **DC'S**
- **GRN**
- **STOCK TAKING**
- **CASH COUNT**
- **DPR**
- ✓ **Final Report Working**
- Purchase and Sale Cycle
- Review of procedure over sales order processing, physical dispatch of goods and matching of gate passes, sales order, sale invoices, dispatch note and remittance record.
- Review of procedure for invoicing, receipts from customers and verification of the of invoices and receipts from customers.
- Review of procedure of sending periodic customer statements to customers and follow up for chasing payment.
- Review of account receivables reconciliation statement for authenticity, accuracy and reliability.
- Review of procedure for purchase order preparation and approval, physical receipts of goods and matching of gate passes, purchase order, supplier's invoices, supplier's dispatch note and payment record.
- Verify the receipts of goods from suppliers.
- Review of procedure for analyzing periodic supplier's statements
- Review the account payables reconciliation statement for authenticity, accuracy and reliability.
- Review of inventory management system

- Periodic surprise stock count of selected items on regular basis and follow up.

❖ **Skills:**

Excellent writing and communication skills, with experience creating high-quality content.

IT Skills :

- Self-Motivated
- Decision Making
- Computer skills

Other Skills :

MS. Excel,
MS. Word,
MS. Presentation,

❖ **Hobbies :**

- Reading Books
- Cricket



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