



## Shah Faisal

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### Education:

*Master of Business Administration:*

**Major** : Accounting & Finance

**University:** Peshawar University

**Year** : 2006-2008

*Master Of Science (Economics):*

**Major** : Industrial Economics,  
HR development

Micro Economics

**University:** Peshawar University

**Year** : 2009-2010

*Diploma Information Technology:*

**Major** : MS Office, Accounting  
Software's

**College** : Government College  
Peshawar

**Year** : 2008 (12 Months)

*HSSC Exam:*

**Board:** Peshawar Board

**Year** : 2002 -2003

**Grade:** 1st Class

*SSC Exam:*

**Board:** Peshawar Board

**Year** : 2000 -2001

**Grade:** 1st Class

### ABOUT:

Tech-savvy and detail-oriented Accountant skilled in prioritizing and completing tasks independently. Knowledge of standard billing practices and procedures. Extensive experience with Microsoft office and Accounting software's. Trustworthy individual with strong Ethics and Integrity.

### TECHNICAL SKILLS:

- Microsoft Office
- Data entry, analysis and management
- Accounts receivable
- Accounts payable
- Accounts Reconciliation
- Editing and proofreading
- Inventory Accuracy
- warehouse Operation
- Project Completion
- Quick Book
- books/Inventory
- HIMS (Hospital Information Management System)

### SOFT SKILLS:

- Attention to detail and accuracy
- Task planning an organizing
- Team work
- Decision-making
- Communication skills
- Problem analysis an problem
- Solving skills
- Ability to quickly learn and use New technologies and tools

### WORK EXPERIENCE:

#### As Account Officer

*Afridi Medical Complex.*

*(Peshawar Pakistan)*

*Tehkal Payan Peshawar*

*From Dec, 2021 STILL CONTINEOUS*

- Facilitate all incoming payments and outgoing cheque, including printing, obtaining signatures for, and distributing cheque as Necessary
- Generate financial documents such as bills, invoices.
- Entering vendor invoices into the system and communicating with vendors
- Maintain Journal and petty cash ledger (Quickbook Software/MS Excel)
- Assist the purchase team or other staff accountants with other accounting duties as needed
- Maintain company ledgers and daily financial transactions
- Entering financial data into computer software, making sure all bills and invoices are filed correctly
- Balances cash drawer by counting cash at beginning and end of work shift
- Reconciliation of vendor accounts and Petty Cash accounts on Daily Basis
- Reconciliation of Bank Accounts, Cash Accounts and petty cash accounts on a daily basis
- Prepare Journal entries and maintain the general ledger operations

## PERSONAL DETAILS:

- Date of birth : 1<sup>st</sup> Mar 1985
- Gender : Male
- Marital status : Married
- Nationality : Pakistan
- Country code : PAK
- Visa Status : Employment visa

## LANGUAGES:

- English
- Persian
- Urdu

## INTEREST:

- Travelling
- Reading Books

## NOTICE PERIOD:

- One Month

## REFERENCE:

- Will be furnished upon request

## As Finance and Admin Officer

*Nabizada Wardak Construction Co.*

*(Kabul Afghanistan)*

**MAIN OFFICE KABUL CITY**

*From Sep, 2017 to Feb, 2019*

- Identify differences in ledgers and accounts, tracking them to the Source and rectifying them
- Manage payroll activities and release salaries
- Prepared Daily expense report for management
- Coordinate and manage payment and billing details of external service providers, outworkers and sub-contractors
- Using Quick Book and MS Office
- Learned how to work as part of the Accounting team
- Support the month end close process
- Entering Invoices, Purchases & returns into accounting software
- Collect, categorize, calculate, verify and enter data to maintain accurate records
- Cooperating and coordinating with Finance team
- Prepared Monthly profit and loss report.

## As Branch Manager

*Link International Currency Exchange Co.*

*(Peshawar Pakistan)*

**MAIN OFFICE LAHORE CITY**

*From Feb, 2019 to Dec, 2021*

## ACCOUNTANT

*Nabizada Wardak Construction Co.*

*(Kabul Afghanistan)*

**Doshi to Polehomri Road Project**

*From June, 2013 up to March, 2016*

- Identify differences in ledgers and accounts, tracking them to the Source and rectifying them
- Manage payroll activities and release salaries
- Prepared Daily expense report for management
- Coordinate and manage payment and billing details of external service providers, outworkers and sub-contractors
- Using Quick Book and MS Office
- Learned how to work as part of the Accounting team
- Support the month end close process
- Entering Invoices, Purchases & returns into accounting software
- Collect, categorize, calculate, verify and enter data to maintain accurate records

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## **ACCOUNTANT**

*Gulf Civil Eng and Construction Co.*

*(Kabul Afghanistan)*

*Machalgho Dam Project*

*From May, 2012 Till May, 2013*

- Facilitate all incoming payments and outgoing cheque, including printing, obtaining signatures for, and distributing cheque as necessary
  - Generate financial documents such as bills, invoices,
  - Entering vendor invoices into the system and communicating with vendors
  - Maintain Journal and petty cash ledger (Quickbook Software/MS Excel)
  - Assist the Management team or other staff accountants with other accounting duties as needed
  - Maintain company ledgers and daily financial transactions
  - Entering financial data into computer software, making sure all bills and invoices are filed correctly
- Reconciliation of Bank Accounts, Cash Accounts and petty cash

## **ACCOUNTANT**

*Nabizada Wardak Construction Co.*

*Imame Shashnoor Road Project.*

*(Kabul Afghanistan)*

*From Aug, 2016 to Sep, 2017*

- Resolve Account Payable problems with vendors.
- Implemented more efficient physical inventory procedures
- Inventory controls, checking and correcting of differences and Errors in receipts, issuance and physical balance of inventory
- Prepared Good Receive Note and Good Transfer Note from raw house to site construction,
- Assists with Internal audit department
- Using software's ( Quick Book, MS office)