



CONTACT



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Ho#328 Yousaf abad Khyber colony Dalazak road, Pesh

PERSONAL SKILLS

- A strong work ethics
- Self-Confedence
- Leadership & Team work
- Handling Critical Issues
- Result Orinted

COMPUTER SKILLS

- Microsoft office ★★★★★
- Word,Excel ★★★★★
- Powerpoint ★★★★★
- Internet Banking ★★★★★

LANGUAGE

- English
- Urdu
- Pashto

FASEEH UD DIN

S/O JALAL UD DIN

OBJECTIVES

To attain a position in a team of expertise that can give me a challenging environment, not only utilize my potential but also enhancing my abilities. I work to the best of my abilities to the satisfaction of my superiors and towards the interest of the organization.

WORK EXPERIENCE

• Alkhidmat Foundation Peshawar

Junior Accountant 1 March 2021 to till date

Responsibilites

- Maintain all record Book keeping system through tools QUICK BOOK & ERP 360.
- Maintain all ambulance income and expenditure records.
- Maintain Bank Reconciliation.
- Maintain Bank Record deposit and withdraw.
- Report share with management (Daily, Weekly, & Monthly.

• Alkhidmat Foundation Peshawar

Internee 1 April 2019 to February 2021

Responsibilites

- Primary purchase items for projects.
- Primary & Secondary Reporting for Management.
- Coordination with purchase item & Budget Officer.
- Event Organizing & Logistic support at big events (Fund raising, Mass Marriages program, Ramadan Food Program, Eid ul Adha Program, Winter Packages Program)

EDUCATION

2020-2024

BS Bachelor of Commerce (In Progress)

University of Peshawar

2019-2020

D.com Diploma in Commerce

Board of Technical Education Peshawar

2018-2019

Matriculation SSC (Science Group)

Peshawar Board

REFERENCE

On Demand