



HARIS SHAH HASHMI

ACCOUNTS OFFICER

PROFILE

I am an ambitious, motivated, and multi-skilled "Accounts Officer" with a professional qualification (ACCA), keen eye for detail and more than 3 years of working experience. I have excellent mathematical skills with clear and effective communicator and work well individually as well as part of a team. My excellent track-record in providing high quality results combined with my honest approach and reliable nature would make me as assets to any organization.

CONTACT

PHONE:
+92-311-8656273

PRESENT ADDRESS:
Rawat, T-Chowk, Chamber road, Islamabad.

PERMANENT ADDRESS: Hayat Abad
Phase 2, Sector j5, Street 5, House 110,
Peshawar.

EMAIL:
Shahharis561@gmail.com

LINKEDIN:
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PERSONAL INFO

Father Name: Sabir Shah
CNIC No: 17301-3853711-1
DOB: 02 October 1993
Domicile: Peshawar
Marital Status: Single
Religious: Islam

EDUCATION

[Association of Chartered Certified Accountants] ACCA
Accounting, Finance, & Business Management
[2012] - [2019]
[Professional Academy of Commerce]

[Bachelor of Arts] BA
[2015] - [2017]
[Abdul Wali Khan University]

WORK EXPERIENCE

[ZAK Re-rolling Steel Mills Rawat] [Accounts Officer]
[Jun 2021] - [Present]

- Record bank payments and receipts
- Managing Indirect Payments
- Customer and supplier Account reconciliation
- Outgoing/ Incoming Payments and Maintaining payables process
- Assisting with banking transaction process
- Preparing quotations
- Maintaining customers and suppliers Ledgers
- Assistance in Preparing Daily, Weekly and Monthly Reports.
- Dealing with sales invoices, income, receipts, and
- Maintained daily petty cash payments and hand deposits
- Petty expenses management
- Recorded transactions in SAP B1
- ISO Documentation



[The Bank of Khyber] [ACCA Articles]
[Sep 2019] - [Oct 2020]

- Managing Microfinance activities like entry of loan forms, checking legal compliance, processing loan applications into various categories.
- Preparing various reports for higher management.
- Helping in the formalities of recovery process of loan amounts
- Experience in training new staff and provision of guidance



INTERPERSONAL SKILLS

- Energetic to adopt new work environments & technologies.
- Self-motivated & enthusiastic.
- Flexible to different situations.
- Organizing & Planning.
- Good Communication Skill.
- Decision making.
- Quick Learner

HOBBIES

- Reading Books
- Travelling
- Martial Arts
- Reading Newspaper

LANGUAGES

- Urdu
- Pashtu
- English
- Saraiki
- Punjabi

REFERENCES

-Niaz Sarwar Baloch
**Member Public Service Commission
KPK**

-Usman Ahmed
**Chief Financial Officer ZAK Re-
Rolling Mills (PVT) LTD**

[Lalazar Consultants] [Junior Accountant]

[Sep 2018] – [Aug 2019]

- Maintaining cash register and posting entries.
- Preparing and maintenance of ledgers and accounts and posting entries.
- Preparing daily, monthly reports related to income and expenditures.
- Preparation of various forms of reports required by the management assisting in dealing with general and legal formalities related to office work.
- Final Accounts Preparation.
- Assistance in Payroll Process.
- Assistance in Legal and Taxation Formalities.
- Cash Balancing.
- Reconcile accounts payable and receivable.
- Performing Aging Analysis of Receivables.



[The Bank of Punjab] [Trainee]

[Mar 2016] – [May 2016]

- Account opening
- Remittance
- Credit voucher
- Maintenance of dispatch register
- Clearance of checks



SKILLS

SAP B1 60%



MS-Office (Excel) 80%



QuickBooks 50%



Banking 65%

Accounts 70%

CERTIFICATIONS

[Harris Institute of Peshawar] [Information Technology]

[2010]

- MS-Word
- MS-Excel
- MS-PowerPoint
- Hardware
- Networking