

Haroon Ur Rasheed S/o Ibad Ur Rehamn

Date of Birth : Mar 30, 1983

Marital Status : Married, have children

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Professional Summary

Highly experienced finance professional with 14 years of diverse experience in accounting, finance, and management. I hold an MBA in Finance from the Institute of Management Studies University of Peshawar, along with a B.Com and F.Sc Pre Medical from reputable universities in Peshawar.

I have a proven track record of successfully managing financial operations, budgeting, forecasting, and financial reporting. In my previous roles as an Accounts Officer at Dost Welfare Foundation and Finance Manager at MS Enterprises, I effectively managed and analyzed financial data to drive business growth and profitability.

I possess strong computer skills, including proficiency in MS Office, QuickBooks, and Tally ERP 9. I am a detail-oriented professional with excellent communication and analytical skills, able to work efficiently in fast-paced environments.

I am now seeking a challenging opportunity where I can leverage my skills and experience to contribute to the success of a dynamic organization.

Academics

May 2008 **Master's - MBA - Finance**

Institute of management Studies University of Peshawar, Peshawar, Pakistan with (Grade/GPA) 3.50

Financial Accounting, Management accounting, Business law, banking law, Computer for Executives, marketing and management.

Apr 2005 **Bachelor's - B.Com**

Cecos University Peshawar, Peshawar, Pakistan with (Grade/GPA) 3.05

Accounting, Auditing, Income tax Law Computer, Marketing etc

Aug 2001 **Intermediate - F.Sc Pre Medical**

Islamia College Peshawar, Peshawar, Pakistan with (Grade/GPA) A

Aug 1999 **High School - Matric Science**

Government High School Civil Quarters Peshawar, Peshawar, Pakistan with (Grade/GPA) A

Experiences

Mar 2022 - Mar 2024 **Finance Manager**
MS Enterprises , Peshawar, Pakistan

As the Finance Manager at MS Enterprises from March 2022 to March 2024, I was responsible for overseeing all financial activities within the organization. My key responsibilities included developing and implementing financial strategies to maximize profits and minimize risks. I conducted financial analysis to identify areas for cost savings and revenue generation, as well as prepared financial reports for upper management to aid in decision-making. I managed the budgeting process, ensuring that expenses were kept within allocated limits while also monitoring cash flow to ensure the company's financial health. I also worked closely with external auditors to ensure compliance with regulatory requirements and maintain accurate financial records. Overall, my role as Finance Manager at MS Enterprises was pivotal in driving the company's financial success and stability during my tenure.

Feb 2019 - Mar 2022 **Finance Manager**
Black Gold Minerals , Peshawar, Pakistan

As the Finance Manager at Black Gold Minerals from February 2019 to March 2022, I was responsible for overseeing all financial operations and managing the company's financial health. My key responsibilities included developing and monitoring financial budgets, preparing financial reports, analyzing financial data to provide strategic recommendations to senior management, and ensuring compliance with financial regulations.

I also played a key role in developing financial strategies to maximize profits and minimize risk, as well as overseeing the company's financial forecasting and planning. Additionally, I managed a team of financial analysts and collaborated with other departments to ensure financial goals were met.

Overall, my experience as a Finance Manager at Black Gold Minerals has equipped me with a strong understanding of financial management and the ability to effectively drive financial success within an organization.

Jan 2014 - Nov 2018 **Finance Manager**
Kamore Development Welfare Organization, Peshawar, Pakistan

As a Finance Manager at Kamore Development Welfare Organization from January 2014 to November 2018, I was responsible for managing the organization's financial activities. My key responsibilities included preparing and maintaining financial reports, budgets, and forecasts, analyzing financial data to support decision-making, monitoring cash flow, and managing banking relationships. I also oversaw accounts payable and receivable, ensuring timely payments to vendors and timely collection from donors. In addition, I worked closely with the executive team to develop financial strategies to support the organization's goals and objectives. I also conducted regular audits to ensure compliance with financial regulations and best practices. Overall, my role as a Finance Officer required strong analytical skills, attention to detail, and the ability to work effectively in a fast-paced and dynamic environment.

Oct 2010 - Jan 2014 **Finance Officer**
Dost Welfare Foundation, Peshawar, Pakistan

Nov 2008 - Feb 2010 **Trainee (Accounts)**
National Highway Authority Pakistan, Peshawar, Pakistan

Jun 2008 - Nov 2008 **Admin and Finance manager**
Press Club Peshawar, Peshawar, Pakistan

Languages

Urdu	(Fluent - Full Knowledge)
Pashto	(Fluent - Full Knowledge)
English	(Conversational)

Skills

Computer	(Expert)
Internet and Email	(Expert)
MS Office	(Expert)
QuickBooks	(Intermediate)
Tally ERP 9	(Expert)

References

Muhammad Sabir Khan

Managing Director at MS Enterprises Peshawar , Peshawar, Pakistan

Phone: 03359800035

Email: sabirmuhammad860@yahoo.com

Reference Type: Professional

Sheraz Khan

Manager Operation at Summit Bank Ltd., Peshawar, Pakistan

Phone: 0300-5920078

Email: lalagul79@yahoo.com

Reference Type: Personal