

Kabir Ullah

A highly organized and skilled accountant with exceptional proficiency in the latest financial Software and a bachelor's degree in Accounting & Finance, with a proven record of improving work and business environment. I possess strong interpersonal skills, and integrity when dealing with confidential information.

Address: HT-791 Muhammad Ali Street, Gulberg No-2, Peshawar.

Cell: (+92) 3365656522

Email: KabirKaybee55@gmail.com

DOB: 25th-December-1998

EXPERIENCE:

AL-Hayyat Group of Companies Private Limited, Designation — Finance Officer

September 2021 - PRESENT

Maintaining Daily Cash & Bank Transactions in ERP

Maintaining overall accounts in ERP including Payables & Receivables

Monthly Reconciliation of Bank Accounts in MS. Excel

Preparing monthly reports required by the authorities & management

Preparing financial statement for the period

Renewal & revision of existing customer contracts

Generating sales order in ERP & Invoicing to the customer

Verification of petty bills & supportings

Provide training to staff members regarding financial processes

TECHNICAL SKILLS:

Proficient in ERP-Next Software
(Accounting, Inventory, & Selling Module)

Proficient in MIS Sale Module

Proficient in MS-Excel

Proficient in MS-Office

KEY SKILLS:

Effective Communication

Leadership

Problem Solving

Detail Oriented

Flexibility/Adaptive

Strong Work Ethics

Self Management

EDUCATION:

IM|Sciences — BS: Accounting & Finance

September 2017 - July 2021

ACCA — Finalist (F1-F9)

September 2017 - July 2021

Peshawar Model Degree College — Pre Medical

August 2014 - August 2016

Peshawar Model School — General Science

March 2004 - March 2014

LANGUAGES:

English (Proficient)

Urdu (Proficient)

Pashto (Native)

CERTIFICATION:

Work Smarter With Microsoft Excel

Awarded by Microsoft (September-23)

Understanding Financial Statements (Company Position)

Awarded by University of Illinois (August-23)

Performance Evaluation Certificate

Awarded by AL-Hayyat Group of Companies Private Limited (August 22)

Financial Literacy Program Certificate For Youth

Awarded by State Bank of Pakistan & NIBAF (July 21)

ACHIEVEMENTS:

Pastraw Eco Friendly Private Limited

Designation — Founder & Director

Founded in (January-2020)