

# IHSAN ULLAH SAID



## Contact:

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**Nationality:**  
Pakistani

**D.O.B:**  
11 Sep 1998

**Address:**  
SherAbad P/O Charbagh, Talegram,  
Thehsil, charbagh, District, Swat

**Phone:**  
0345:7353835

WhatsApp:  
0344:2175402

**Email:**  
Nainsadipk07@gmail.com

**Language**  
English

Urdu

Pashto

## Experience

**Account Manager:** Aug-2023 till Date  
Umar Nawaz flour & General Mill lower Kohistan.

**Accountant:** Oct 2022-Till July-2023  
Unique Ghee and Allied Ghee Industry PVT LTD

- Monthly Reporting
- Maintane all monthly record and monitor all office work.

**Assistant Accountant:** Feb 2022- Till June-23  
Al-Mubeen Oil Extracting & Ghee Industries (PVT) Ltd. G.T Road near  
Chakdara Grid Station, Lower Dir.

**Responsibilities:**

- Prepared invoices, expense reports, and payment memos.
- Performed data processing in MS Excel.
- Performed bank Reconciliation.
- Performed data processing in Quick Book.

**Assistant Accountant:** Aug 2021- Till Jan 2022  
Aitamad Steel Furnace & Re Rolling Mills (PVT) Ltd. G.T Road Chakdara  
Lower Dir. Responsibilities:

- Prepared invoices, expense reports, and payment memos.
- Performed data processing in MS Excel.
- Performed bank Reconciliation.

**Sale Consultant:** Aug 2020- Till Feb2021  
Jubilee Family Takaful; (JFT) Mingora Branch.

Responsibilities:

- Crating Costumers.
- Sale polices
- Sale management.

## Computer knowledge

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- Peachtree
- Quick Book
- Internet Networking
- Microsoft Office

## Education

### **2017-2021**

BS. Commerce (finance) University of swat.

### **2015-2017**

D.Com (diploma in commerce) Government College of Management And Sciences Sangota swat.

### **2013-2015**

Matric (Science) BISE Swat Diploma Information Technology (DIT) BTE Peshawar

## Personal Attribute

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- Ability to work independently as well as part of a team.
- High level of integrity.
- Ability to work in challenging environment.
- Ambitious, hardworking, energetic and well disciplined.
- Positive thinking, self-motivated and flexible.
- Good communication skills.
- Soft spoken.
- Good oral and written skills.