

MUBASHIRATIQ

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OBJECTIVE

I am looking for a career opportunity that is challenging as well as rewarding, aiming to achieve excellence by providing optimum level of services that will help in the growth of the organization and will help me in achieving my career goals.

EXPERIENCE

Organization Peshawar Medical College Group of Hospitals (Pakistan)

Designation Intern- Accounts
Nov 2021- Till Present

Responsibilities:

- Preparation of Bank Reconciliation Statements
- Posting Journal Entries
- Maintaining Fixed Asset Register
- Trial Balance Adjustments
- Approval of Receivable and Payables Voucher
- Adding Customers and their opening balances
- Adding employees and salary structures
- Adding employee's deductions, allowances, overtime.
- Generating Time Sheet and Salary Sheets
- Adding inventory items
- Adding inventory opening balances
- Making e-payments

Organization Accountant General Office

Designation Intern
Sep 2021-Nov 2021

Organization Equity Consultants

Designation Intern
July 2019- Aug 2021

PROFESSIONAL QUALIFICATIONS

Qualification	Year	Institute
ACCA (6 papers remaining)	2017 (In-Progress)	Professional Academy of Commerce
ACCA Foundation Diploma (AFD)	2016	Professional Academy of Commerce

ACADEMIC QUALIFICATIONS

Qualifications	Year	University/College/School
BA Economics	2021	University of Sargodha
Intermediate (with Additional Math's)	2015	Peshawar Model Degree College
Matriculation	2013	St. Mary's High School

COURSES / TRAININGS

Course/Training	Year	Institute
SAP (FICO)	2022	IBPD
Advance Formula & Functions in Excel	2022	Coursera
Future-ready Business Professional	2021	ACCA
Computerized Accounting	2021	NAVTAC
Diploma in Information Technology (DIT)	2019	Haris Institute

ACADEMIC SKILLS

- SAP (FICO)
- E-Accounting 360
- QuickBooks
- Peachtree
- Tally
- MS-Office
- Bookkeeping
- Typing Speed (43 WPM)

PERSONAL PROFILE

Date of Birth	March 12, 1998
Father's Name	Atiq Ur Rehman
Nationality	Pakistani
Religion	Islam
Marital Status	Single
Passport No.	AM1465172
CNIC No.	17301-6181517-9