



RESUME



M. MUJTABA LATIF

PERMANENT ADDRESS

House 454, Street 27 Sector D4 Phase I Hayatabad, Peshawar, Khyber Pakhtunkhwa, Pakistan.

PERSONAL INFORMATION

Father's Name : Latif Khan
Date of Birth : 04th September, 1997
C.N.I.C # : 14203-5308815-5
Domicile : Karak
Nationality : Pakistani
Religion : Islam
Marital Status : Single
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CAREER OBJECTIVES

To work in a dynamic organization where efforts are recognized, rewarded through elevation in status and where ample opportunities for learning and career advancement exist.

ACADEMIC QUALIFICATION

ACADEMIC	YEARS	Major Subject	INSTITUTE BOARD
S.Sc	2012	Mathematics, Chemistry, Physics, Biology	BISE Peshawar
F.Sc	2014	Chemistry, Physics, Mathematics	BISE Peshawar
BBA (HONs)	2017-2021	Specialization in Finance	The University of Agriculture, Peshawar

EXPERIENCE

06 months internship as Accountant in Fatimid Foundation, Hayatabad Peshawar
02 months internship in AGPR

Accounts Officer

Stanley Pharmaceuticals Pvt Ltd (ISO Certified)

24 Jan, 2022 Till Date

Plot # 84/B, Industrial Estate, Jamrud Road, Hayatabad, Peshawar

Job Responsibilities

- Financial record keeping by using Quick Book financial tool and ERP Based software.
- Reconciling the General ledger, bank statements, and established, maintained supplier & 115 Distributors accounts.
- Salaries & Overtime of the employee's verification and disbursement.
- Assist Import officer and correspondence with the banks.
- Assist with the annual audit maintain financial files and records

■ ■ LANGUAGES:

- ■ English. (Read, Write and Speak Fluently)
- ■ Urdu. (Read, Write and Speak Fluently)
- ■ Pashto. (Read, Write and Speak Fluently)

■ ■ COMPUTER SKILLS:

- ■ MS Office
- ■ Internet Surfing