

# QAZI ABU BAKAR GHAFUOR



Residence: Flat 4, Colony Area, Cadet College Hasanabdal, Pakistan  
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Date of Birth: 14 March 1990  
Father Name: Qazi Abdul Ghafoor  
Nationality: Pakistani  
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## CAREER OBJECTIVE

To exercise my skills and knowledge by joining a progressive organization where job tasks are challenging and grooming.

## EXPERIENCE

Cadet College Hasan Abdal

since Jul 2022

### Head Accountant (BPS-16)

1. Account Payable
2. Account Receivable
3. Policy Formation
4. Financial Analysis
5. Member of Procurement Committee
6. Member of Preservation & Restoration of Archival Material

Cadet College Hasan Abdal

Feb 2012 – June 2022

### Accountant (BPS-14)

#### FBR e-filing

E-filing of the following heads according to transactions.

1. Withholding Income Tax under Section (153-1a,1b, 1c and 236-A)
2. Employee Income Tax (149)
3. Educational Income Tax (236-I)
4. General Sales Tax (GST)
5. Provincial Sales Tax (PST)

## 6. E-filing and monthly & Annual Filing Return

### Accounting Software

Fee, Payroll, Transport and Tax etc. transactions are maintained on the software.

### Payroll Management

Prepare monthly payroll of 90 employees. (Contributory Provident Fund, Gratuity Provident Fund, Pension etc.)

### EOBI Record

Voucher generation on EOBI Website

Monthly Record update

Quarterly & Annually record maintenance

### Souvenirs Record

Daily record of souvenirs

Voucher generation Kuickpay

Hard Copy file update

Update at OAS on a monthly basis.

### Cash Handling

Cash deposit and withdrawal from the bank on a daily basis.

### Bank Reconciliation

Reconcile the bank statements with ledgers on monthly, quarterly, bi-annual and annual basis.

### Transport working

1. Maintenance of transport slips, registers and log-books.
2. Vehicles average register
3. Monthly and Quarterly Report

### Mess & Catering Record

1. Record of daily sale of ration
2. Purchase of material to be consumed

### Invigilator Duty

I have taken invigilator duty multiple times for recruitment of 8<sup>th</sup> and 1<sup>st</sup> year students in different cities.

### Computer Teaching

I have experience in Computer teaching and training to the students/Cadets.

### Coordinator & Tutor

#### Job Description:

##### Class Management

Coaching classes from 5<sup>th</sup> class to Bachelor students have been conducted since January 2017.

Universal Corporation Pvt. Ltd. Islamabad

Jan 2010 – Jan 2012

### Accountant

#### Job Description:

##### Payroll management

Preparation of payroll of all the employees working

##### Accounting Software

I also worked on the accounting software of this organization.

##### Bank Reconciliation

I reconcile the bank statements with ledgers on a monthly, quarterly, bi-annual and annual basis.

State Life Insurance

2 years 3 months

### Sales Representative

#### Job Description:

##### Dealing Customers

I deal with many individuals and businessmen for the purpose of policy awareness.

##### Policy Awareness

Policy awareness is a necessary part in this regard. We need to make the client aware of how beneficial this policy is in his/her favour.

##### Personal Experience

I experienced that people hesitate because a lot of policies are introduced in the market and 65% of them are fraudulent. People think their money will be wasted in the future. Inflation is increasing with the passage of time. Our children will need money in future so we shall think now for their bright future. Everybody has to die so we should plan out post-generation as well.

## Internee

### Job Description:

#### Record Management

I manage the record of the bank with the thorough checking of all bank requirements.

#### Banking Software

I also worked on the software used in the bank.

#### Dealing Customers

I deal with many customers related to banking financial services as we all in the perspective of sales of banking products.

#### Account Opening

I opened many accounts and went through the process of account opening.

## ACADEMIC QUALIFICATIONS

Punjab University	MASTER IN BUSINESS ADMINISTRATION (MBA 3.5 Years)
Punjab University	BACHELOR OF COMMERCE (2 Years)
FBISE Islamabad	INTERMEDIATE IN COMMERCE (2 Years)
BISE Rawalpindi	SECONDARY SCHOOL CERTIFICATE

## TRAININGS

- A. Conservation & Restoration of Archival Material (National Archives of Pakistan)
  - Restoration of Record
  - Methods of Restoration
  - Destruction of Record and its Conservation
  - Importance of Preservation of Record
  - Practical work in laboratories
  - National Library visit (Data storage)
- B. Adapting to change and the Importance of Professional Development
- C. Presentation of OAS & efficient use of OAS
- D. Managing Employee Dress, Appearance, Dealings and Professionalism
- E. Importance of Documentation

## SKILLS

### INTERPERSONAL SKILLS

Decision Making  
Team Leading

Communication  
Time Management

Problem Solving  
Creativity

COMPUTER SKILLS

MS Office  
Hardware

Accounting Software  
Spreadsheets

Troubleshooting  
Maintenance

LANGUAGE SKILLS

Punjabi (RWS)

Urdu (RWS)

English (RWS)

REFERENCES

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