

# SAEED UR RAHMAN

**PROFESSIONAL ACCOUNTANT (M.COM)**

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Visa Status: No Visa



## Professional Summary

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Detail-oriented and results-driven in the field of Financial Accounting, Book keeping and Auditing Professional with over six years of extensive experience in external audit, financial management, Accounting, Finance and book-keeping. I have worked with several reputable organizations, including:

- ❖ Accountant General office kpk Peshawar (internship Govt Accounts)
- ❖ Marge Consultant corporate tax and audit (Junior auditor)
- ❖ Peshawar Cambridge degree college Peshawar (Accountant)

Seeking a position with an organization that will challenge my experience and skills, offer opportunities for future growth and development, and maintain high performance standards and business ethics

## KEY SKILLS

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- Preparation and Maintenance of Books of Accounts
- International Accounting Standard
- International Standards on Auditing
- Generally accepted accounting principles(GAAP)
- Financial Auditing
- Internal Audit and Controls
- Financial Reporting
- Risk Assessment
- Budgeting and Forecasting
- Analytical and Critical Thinking
- Client Relationship Management
- Communication and Interpersonal Skills
- Time Management and Organizational Skills
- Problem-Solving Abilities
- Teaming and Leading
- Ms word, Ms Excel, power point, professional uses
- Continues Learning and Professional Development

## PROFESSIONAL WORK EXPERIENCE (TOTAL ABOVE 6 YEARS)

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### Accountant General Office kpk Peshawar:

I worked as internee student at Accountant General Office for three months, key works was preparation of govt accounts, internal and external audit, and reconciliation of funds issued by different Districts Accounts offices, Preparation and calculation of pension funds etc.

### Marge Consultant corporate tax and audit:

*March 2017-Oct 2020*

I worked with marge consultant as a trainee student of book-keeping, audit and accounts Preparation of Books of accounts and financial statements and the critical examination of company's accounts.

•**Peshawar Cambridge degree college Peshawar:**

*Jan 2021-Till date*

key responsibilities are collections and payments, · Preparation of books of accounts and financial statements· Reconciliation of financial discrepancies by collection and analysis of accounting information · Review of bank reconciliation statement. · Preparation of payment vouchers. Preparation and cross checking of payroll. Maintenance petty cash, bank reconciliation, internal control, internal audit, preparation of financial reports annually and quarterly.

## **EDUCATION & QUALIFICATIONS**

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- Master of commerce (M.Com) 2 years for university of Peshawar.
- Bachelors of commerce (B.Com) 2 years from university of Peshawar.
- DBA Diploma in business Administration (2 years) from Board of Technical education Peshawar.
- Diploma in information technology DIT (1year) from Board of Technical education.

## **TRAININGS & CERTIFICATIONS**

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- QuickBooks Basics
- Microsoft Office
- Peachtree Accounting software.
- Professional Values, Ethics and Attitude Course
- Presentation and Communication Skills Course.

## **Preferred jobs:**

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- Accountant
- Book keeping
- Internal Auditor
- Lecturer Commerce
- Billing officer