




SHAKIR ULLAH

POSTAL & PERMANENT ADDRESS:

Village & Post Office Mitha Khel, Tehsil & District Karak

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 0346-9283615

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OBJECTIVE

Seeking a dynamic position to develop my career in an organization, where I will be a valuable team member, contributing quality ideas and work for an organization. I will utilize my skills and abilities while being resourceful, innovative and flexible.

PERSONAL INFORMATION

• Father's Name	:	Asmat Ullah
• Date of Birth	:	01-04-1996
• CNIC	:	14202-2252244-1
• Domicile	:	Karak (KPK)
• Marital Status	:	Single
• Gender	:	Male
• Religion	:	Islam
• Nationality	:	Pakistani

ACADEMIC QUALIFICATION

MBA (Finance) from Abasyn University Peshawar in years of (2020-2022)

BBA (Finance) from Khushal Khan Khattak University Karak in years of (2015-2019)

FSC (Pre-Engineering) from BISE Kohat in years of (2012-2015)

SSC (Science) from BISE Kohat in years of (2010-2012)

PROFESSIONAL QUALIFICATION

D.IT (Computer) Khyber Pakhtunkhwa Trade Testing Board Peshawar in year of (2016-2017)

EMPLOYMENT EXPERIENCE

- Company: **Kohat Cement Company Limited**
- Designation: Executive Accounts

- Department: Finance And Accounts
- Duration: 01-02-2021 to till now.

Responsibilities:

- Accounts payable, payable inquiry, includes processing invoices and following up vendors.
- Accounts receivable, including processing payments, petty cash, payment book receipts, money order, cash management, internal audit and producing statement of accounts.
- Processing bank deposits and including trips to the bank. All associated finance entries.
- Processing employee expense reports, verifying expenses are within the company guidelines, correcting errors and entering into the finance system.
- Invoices creation and distribution when required.
- Process of Oracle (ERP).

COMPUTER SKILLS

- MS Word, MS Excel, MS Power Point
- Windows
- Internet & Email
- Adobe Photoshop
- In-page

LANGUAGES

- English, Urdu and Pashto.