

# Sami Ur Rehman

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A motivated and detail-oriented individual with a strong foundation in financial principles and excellent organizational skills. Known for being a quick learner and adaptable to new challenges, with a focus on growth and delivering quality work. Eager to join a dynamic team where I can develop new skills, gain valuable experience, and contribute meaningfully to the organization.

## EDUCATION

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**Institute of Management Sciences, Peshawar |** 2020-2024

Bachelor in Accounting and Finance

**Forward Degree Collage Hayatabad, Peshawar |** 2017-2019

Fsc Pre Medical

**Peshawar Model School Boys-1, Peshawar |** 2015-2017

SSC Science

## EXPERIENCE

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- **Peshawar Electric Supply Company (PESCO). – Audit & Finance Intern**

(11<sup>st</sup> Nov 2024 – Present)

- Conduct Legal Audits to ensure compliance with established legal standards and procedures.
- Perform Post-Audit Reviews of the Legal Directorate's operations in PESCO to identify discrepancies and enhance accuracy in legal processes.
- Audit Revenues Collected by RO offices to verify proper accounting and reporting.
- Review and check Billing Processes for accuracy and alignment with company policies and standards.
- Utilize ERP Software to manage and streamline financial operations, ensuring efficient handling of accounts and transactions.

- **FF STEEL Peshawar. – Account Receivable Intern**

(1<sup>st</sup> Aug 2023 - 25<sup>th</sup> Sep 2023)

- Managed and maintained accurate financial records using Excel and SAP software.
- Processed and attached supporting documentation for transactions and invoices in the SAP system.
- Assisted in preparing and organizing financial data for reporting purposes.
- Ensured timely and accurate entry of receivables data, helping to streamline the department's workflow.
- Coordinated with team members to verify and resolve discrepancies in financial documentation.
- Developed a strong understanding of accounts receivable processes and best practices.

## SKILLS

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- MS Office (word, excel, PowerPoint)
- Financial Literacy
- Internet
- Teamwork
- Work ethic
- Time Management