

Samiullah Asad

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career



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☎ 0345-4932376

📍 Chitral, KPK, Pakistan

WORK EXPERIENCE

Assistant Accountant PAN ASIA FOOD PRODUCTS (PVT) LTD

01/2020 - 02/2023

Hattar Haripur

Responsibilities/Tasks

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks
- Maintain Company Ledgers and daily financial transactions
- Create financial documents such as bills, invoices, Payables, Receivables
- Create daily reports for management and team members
- Entering financial information into appropriate software programs
- Preparing and maintaining accounting files, reports, and data used for financial reporting
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc
- Reporting on debtors and creditors, Ledger maintaining etc

Internee DISTRICT ACCOUNTS OFFICE CHITRAL

05/2016 - 04/2017

Chitral

Responsibilities/Tasks

- Provided clerical support to company employees Such as copying, faxing and filing
- Assistant To senior Auditor
- Book Keeping, Filing etc

EDUCATION

BBA(Hons) COMSATS UNIVERSITY(ATTOCK CAMPUS)

2011 - 2015

Attock

Major Subjects

- Finance

HSSC BISE PESHAWAR

2010

Chitral

SSC BISE PESHAWAR

2008

Chitral

SKILLS

Good verbal and written communication skills

Microsoft Word & Excel expertise

Ability to Work Under Pressure

Ability to work as part of a team and take direction accurately

Good computer knowledge

Multitasking

Attention to Detail

LANGUAGES

Khovar

Native or Bilingual Proficiency

Urdu

Full Professional Proficiency

English

Professional Working Proficiency

Pashto

Professional Working Proficiency

Punjabi

Elementary Proficiency

INTERESTS

Newspaper Reading

Internet surfing

Football

Cricket

Table Tennis