



# Sarmad Arshad

Accountant

Father Name: Muhammad Arshad Nayyar, NIC: 17301-0673272-9, Status: Married. I would like to be a part of your dynamic organization to improve professional knowledge through commitment and dedication, and to be capable of achieving high standards and combined objectives by leadership Qualities and communication skills.



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H#68/6, Near Urwah Beauty Saloon, Opposite Frontier College System, Zaryab Colony, Faqirabad Peshawar.



14 February, 1991

## SKILLS

SAP Software Module B1



MS Office



Decision Making



Leadership



Team Work



Strategic Planning



Customer Service



## LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Pushto

Full Professional Proficiency

## INTERESTS

Gym

Internet Browsing

## WORK EXPERIENCE

### Area Accountant KPK.

Waves Singer Pakistan Ltd.

07/2021 - Present

Peshawar.

Achievements/Tasks

- To Post Daily Collection. Filing Taxes Returns, Reconciling Ledgers, Preparing Monthly and Annual Schemes of All Over KPK. Bank Reconciliation and Banking Matters, Staff Attendance, Courier Mails and Invoice Management, Petty Cash Management.

### Accounts Executive

Pharmaplast (PVT) Ltd.

09/2019 - 06/2021

Peshawar.

Achievements/Tasks

- Making Invoices, Banking Matters, Filing Tax Returns, Staff Salaries, Stock Audit, Tax Returns, And Supply Chain Management.

### Accountant.

AYS International Electronics Company.

11/2017 - 08/2019

Peshawar.

Achievements/Tasks

- Managing Cash Flows, Stock Audit, Stock Transfer, Banking Matters, Petty Cash Management, Staff Salaries, Staff Incentives, Staff Attendance.

### Liability Sales Officer

United Bank Limited.

12/2015 - 04/2017

Peshawar.

Achievements/Tasks

- Deposit Management, Credit Cards, Insurance, Account Opening, Foreign Remittances, Inward/Outward Clearing.

## EDUCATION

### MS Finance.

Riphah International University Islamabad.

09/2014 - 06/2018

3.73/4 CGPA

### BBA (Hons) Finance.

KPK, University Of Agriculture Peshawar.

01/2010 - 12/2013

3.86/4 CGPA

## ACHIEVEMENTS

Being an accountant, I have worked throughout in SAP software, Module b1, and was the first accountant among all to Reconcile all the data from Old software to SAP.

Was awarded with Gold medal in University, for being the topper of Batch (2010-2013) in BBA (Hons).

Was Awarded with the trophy and a Laptop for being the best student of University