



SHAHID IQBAL NIAZI

Admin & Finance Officer

CONTACT ME

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Prime Residency Flat 12-13
Ground floor Gulberg 1
Peshawar Cantt

EDUCATION

- B. Com**
Peshawar University
1999-2003
- C.COM / D.COM**
Frontier College of Business
Education CECOS Peshawar
1997-1998
- S.S.C (Science Group)**
F.G Boys Public High School
Peshawar Cantt
1994-1995

SKILLS

- Cash Flow Management
- Compliance Monitoring
- Microsoft Excel, Word
- Risk Management
- Quick Books
- Official Correspondence

WORK EXPERIENCE

Admin & Finance Officer

2012 – 2023

Nai Baat Media Net Work

- Correspondence with Head Office Record Keeping & Preparation of cash Vouchers.
- Preparation of Cash Payment / Receipt Vouchers & Preparation of Bank payment.
- Maintaining daybook, petty cash handling and maintain cash book on daily bases.
- Checking of invoice & Sending Log Sheet of DSNG Vehicles activities fueling maintenance etc.

Office Clerk

2011– 2012

AL-Salama Hospital UAE Abu Dhabi

- Maintaining daily sales report of insurance cash and visa cards sales.
- Preparing monthly duty schedule of all Pharmacy staff & Preparing monthly Patient Average Waiting Time Q-Matic machine report.
- Preparing monthly (HAAD) Health Authority Abu Dhabi control drugs report, preparing monthly time sheet of pharmacy staff, filing all insurance company's documents.
- Dealing with accounts departments regarding pharmacy invoices and dealing all insurance companies regarding patient's approvals through fax e-mails.
- Deal with I.T Department to solve problems of insurance matters, and monthly medication error report by doctors.

Recovery Officer

2003-2010

Daily AAJ News Paper Peshawar

- Reporting to Advertisement Manager & collection of Advertisement Outstanding.
- Monthly Target Achievements as Directed by management.
- Market Review, and development of good relationship with local clients
- Clearing and handling disputed outstanding and reporting.
- Reconciliation with Clients and Decided Business and Payment terms with clients.

Accounts Officer

2010– 2011

M.Com (M. Communication) Advertising Agency

- Maintain routine accounts of the branch, petty cash and purchasing.
- Preparing daily & monthly reports/records, logbooks, attendance sheet, daily cash balance and send to management and head office.
- Responsible to facilitate and report to Head Office regarding all accounts matters.

Computer Certificate and Courses

- Achieved 6 months Office Automation Certificate from Pakistan Computer Academy Peshawar
- Achieved 3 months Peach Tree Accounting Certificate from Haris computer Academy Peshawar.