

SHER SHAH

Accountant



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ADDRESS:
Mashallah photo state &
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Baluchistan.
DOMICILE: Baluchistan

NATIONALITY:

Pakistan

MARITALSTATUS:

Single

LANGUAGE:

Urdu, English, Pashto

SKILLS

MS EXCEL

POWER POINT

MS WORD

TALLY

QUICKBOOK

PEACH TREE

INTEREST

LISTEN MUSIC

CACULATING

WRITING

ABOUT ME

Looking for a position in dynamic and well reputed organization, which offers good opportunities and challenging working environment, which in turn would help me in building my knowledge & experience.

QUALIFICATION

2006-2007

Matriculation (Science)

From Board of Intermediate & Secondary Education Baluchistan.

2008-2009

Intermediate (Science)

From Board of Intermediate & Secondary Education Baluchistan.

2010-2012

B.A (Bachelors of Arts)

From University of Baluchistan.

AWARD / CERTIFICATES

Computer Sky Institute

Training in Emergency (Casualty) DHQ

Zhob

6 Month Computerized accounting Diploma

from INFRA Professional Training Center

3 month Diploma from Digiskill

EXPERIENCE

2 Years worked experience as an Order Booker

S.Amin medicine Company

2009/2010

2 Year worked experience as Assistant Accountant

Hassan Zai Construction

2015/2016

Company 2 Years worked experience as Assistant Accountant

NPI Construction And Engineering

2017/2018

5 Years worked experience as Assistant Accountant

NPI Construction and Engineering

2019/2023

PROFESSIONAL EXPERIENCE

Responsible for all accounting and bookkeeping function on daily.

Handle the complete accounting cycle including opening, posting entries & closing of accounts and prepare of various accounts.

Ensure the proper and continuous flow of day to day activities including month-end

Journal entries general ledger Bank Reconciliation, daily cash flow as well as daily financial reporting.

Maintain petty cash book and authorize payments done by cash by making entries.

Preparation of cheques and payments under the instruction of finance manager or related authorities.

Preparation of monthly financial statements.

Maintained accurate and up-to-date records of financial transactions and documentation.