

Shariq Iqbal

Accounts & Administrator

Experienced Accounts & Administrations with a demonstrated history of working in the logistics and health care industry. Skilled in Self-management, Decision-Making, Teamwork, Problem Solving, and Leadership. Strong accounting professional with a Bachelor of Commerce (B. Com) focused in Accounting from Qurtuba University.



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Peshawar, Pakistan 📍

17 October, 1992 📅

WORK EXPERIENCE

Accounts & Administrator Globe Group of Companies

25/2021 - Present, Peshawar, Pakistan

Major Responsibilities

- Supervision of Accounts staff.
- Maintaining proper book keeping efficiently.
- Managing Accounts Payable and Receivable.
- Processing foreign payments through LCs and TTs.
- Maintaining Expense Heads.
- Banking Relationship Management.
- Managing Employees record and daily attendance
- Maintaining Ledgers.
- Payroll Management.
- Maintaining all Accounts Related Files and Reports.

Assistant Manager Retail Stylo Shoes Peshawar

12/2020 - 11/2021, Peshawar, Pakistan

Major Responsibilities

- Monthly Inventory of Stock.
- Maintaining contact with customers to ensure best sells target.
- Resolving queries regarding outstanding invoices.
- Maintaining internal audit of stock.
- Monitoring Monthly Stock in and out.
- Work on 365 software for daily sale.

Admin & Accountant Assistant Bus Rapid Transit Peshawar

03/2018 - 10/2020, Peshawar, Pakistan

Major Responsibilities

- Maintain daily cash report of site.
- Monthly payroll of site employees.
- Maintain Expense heads.
- Auditing and reporting of company projects.
- Resolving queries of labors & wages.
- Supervising daily cleaning activities on stations.
- Maintaining proper stock and record of cleaning tools.
- Maintaining proper record of utility bills.
- Providing expenses to staff.
- Checking maintenance of office generators, vehicles.

SKILLS

Financial Reporting

Accounting

MS Office

Time Management

Software Proficiency

Effective Communication

Multi Tasking

Decision Making

Leading & Managing Team

Payroll

Retentive

Clerical knowledge

EDUCATION

B. Com

Qurtuba University Peshawar

2017,

Peshawar, Pakistan

Computer Science

Peshawar Model Degree College Peshawar

2011,

Peshawar, Pakistan

Matriculation (Science)

W.F.G. School Peshawar

2009,

Peshawar, Pakistan

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

Pashto

Native or Bilingual Proficiency

INTERESTS

Entrepreneurship

Internet Surfing

Travelling

Historical Dramas

Cricket

Wrestling