

# 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