

Shoaib Hakimi

Accountant, Cashier, Finance

To get a job in a well reputed organization offering opportunities for personal growth and career development and want professional and competitive environment with ethics and honesty as a benchmark.



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📍 peshawar, pakistan

WORK EXPERIENCE (7 YEARS)

ACCOUNTANT

AYS INTERNATIONAL

10/2015 - Present

PESHAWAR

AYS ELECTRONICS

SOFTWARE

- **SAP.** Sales Reporting, Inventory's Gate Passes, Incoming Cash Receipt's, Out Going Petty cash and expense record, Preparing different vouchers in SAP, Preparing Sales Invoices, Bank Reconciliation & Daily basis entries.

CERTIFICATES

COMMUNIX (04/2009 - 07/2009)

OFFICE AUTOMATION

EDUCATION

D.COM

MCCM

2009 - 2011

PESHAWAR

B.COM

MCCM

2011 - 2013

PESHAWAR

M.COM

ABASYN UNIVERSITY

07/2013 - 03/2015

PESHAWAR

SKILLS

Good experience in Ms. Office

Good knowledge of AL-ALEEN, FOXPRO & SAP software

Dealing with Customers and solving their problems

Good Communication Skills

Quick picking

VOLUNTEER EXPERIENCE

Internship

A.J TAXTILE MILL

04/2015 - 09/2015

PESHAWAR

ORGANIZATIONS

AYS ELECTRONICS (10/2015 - Present)

ACCOUNTANT

HONOR AWARDS

ACTIVE AWARD (2013)

MCCM

LANGUAGES

URDU

Native or Bilingual Proficiency

ENGLISH

Full Professional Proficiency

PASHTO

Professional Working Proficiency

SUPPORTED CAUSES

I enjoy working in a team and have excellent interpersonal skills

INTERESTS

Full grasp over MS Office and SAP, internet and other computer applications. Proposal writing, event management different business letters and communications are additional skills.