Summary

I bring along close to 3+ years of hallmark career in Accounting & Finance Management.

I am currently engaged with Jazz Franchise as Finance & Accounts Manager since 1 Year

As well as

With National Software & Developers as Finance Manager since 3 Years, where I am responsible for all financial taxation, Accounting, Inventory Managing and Reporting Activities.

Skill Highlights

|  |  |
| --- | --- |
| * FAMS: Accounting software (ERP) * Finance Management * Strong decision maker | * Spreadsheet: Ms-excel * Microsoft word * Typewritting skills |

Experience

**Finance Manager** – April, 2020 - **Present**

**National software developers**, Peshawar

**Finance & Accounts Manager** – May, 2022-**Present**

**Jazz Franchise (Rahim Telecom)**, Peshawar

Responsible for the day to day Management of the financial reporting, accounts and payroll processes, Taxation & Inventory Management

**Duties,**

* Providing Company Directors with accurate financial information, management accounts and data analysis
* Interpreting financial information and data
* Monthly bank reconciliations.
* Manage daily operations of NSD & Rahim Telecom (Jazz Franchise)
* Providing financial data and produce required report for management
* Payroll maintenance, Inventory Managing & Taxation

Formal Education

**IM Sciences, Peshawar 2015-2019**

MBA (Finance)

**GCMS Kohat 2012-2014**

B.COM

Certifications

**Fauji foundation Technical training Centre kohat**

Software office-23

Hayat Muhammad



Finance & Accounts Manager

Contact

**Address:**

Dara Adam khell FR Kohat

**Date of Birth**: 19/03/1993

**Phone:**

0333-9159635

**Email:**

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Languages

English

Urdu

Pashto

Hobbies

* Writing
* Sketching
* Learning new skills
* Watching sport
* Managing accounts