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| 0011**Ammar Yasir** | |
| **Address:** Abdul Akbar koruna P/O Ghazgi district and tehsil charsadda.  **Cell # :** +92-3069877445  **Email:** iranchd@gmail.com | **Date of Birth :** May 03rd 1990  **Marital Status :** Signal  **Nationality :** Pakistan  **Religion :** Islam  **N.I.C# :** 17101-9192833-5 |
| **Educational Qualification** | |
| **2015 - M.B.A form University of Peshawar Pakistan.**  **2011 - B.B.A form University of Peshawar Pakistan.**  **2007 - F.S.C from Board of Intermediate and Secondary Education Peshawar Pakistan.**  **2005 - S.S.C from Board of Intermediate and Secondary Education Peshawar Pakistan.** | |
| **Professional Work Experience** | |
| **Mughal Packages Pvt Ltd. *Jan 2019 To Jan 2020***  **Accounts Officer:**  ***Key responsibilities of:***   * Maintaining of petty cash, main cash & Chq in hand & daily basis email to Finance Manager. * To maintain financial transactions in accounting software on daily basis. * Bank Receipt Voucher - Posting in software, as per supports * Bank Payment Voucher - Posting in software, as per supports * Cash Payment Voucher - Posting in software, as per supports * Cash Receipt Voucher - Posting in software, as per supports * General Voucher - Posting in software as per supports * Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors Ledgers end of Month. * Prepared Monthly sales & Purchase reports for management. * Preparation of various reports for Manager. * Preparation warehouse Monthly expenses.   ***April 2021 To Present***  **Ruba Digital Pvt Ltd.**  **Pre-Verification Officer(internal audit):**  ***Key responsibilities of:***     * Verification of customer through visit. * Perform monthly audit. * Categorization of customer. * Post verification of customers. * Perform cutoff activity monthly. * Evaluation of customer.   **Internship**   * Three Months internship at main branch of NBP Charsadda. | |