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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.
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