



Address

Peshawar Saddar, Pakistan.

Contact

0307-0655887

zainullah_eagle@yahoo.com

Date of Birth

17.03.1989

PROFILE

Detail-oriented individual with **five years** of management experience looking to secure an **Agile** position with your esteemed organization.

SKILLS

- ✓ Research Skills (Research topic in MS Finance : Impact of corporate social responsibility on Firm financial Performance, evidence from Pakistan Stock Exchange.)
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Excellent Presentation skills
- ✓ Effective Accountancy skills
- ✓ Good communication - written and oral skills

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized
- ✓ Hard working

SOFTWARE SKILLS

Microsoft Office	●	●	●	●	●	●
Quickbooks	●	●	●	●	●	●
Windows 10	●	●	●	●	●	●

LANGUAGES

English	●	●	●	●	●	●
Arabic	●	●	●	●	●	●
Urdu	●	●	●	●	●	●

ZAINULLAH

Accountant / Administrator / Researcher

EDUCATION

2015 - 2018

Institute of Management Sciences University

MS (Management) Finance

Research Topic: Impact of Corporate Social

Responsibility on firm Financial Performance, Evidence from Pakistan Stock Exchange.

2008 - 2013

CECOS University of Information Sciences & Technology

BBA (Hons) Finance

2006 - 2008

PEF Model Degree College

FSc (Pre-Medical)

2004 - 2006

Government Higher Secondary School Cantt-2

Matric (Science)

EXPERIENCE

12.2018 - present

TCR Arabia Company Ltd (MNC), Saudi Arabia.

Accounts & Admin Assistant

Payroll (Salaries) Accounts Handling, Annual Leave Settlement, Final/Exit Settlement, End Services Benefits Calculation, Overtime Calculation, Petty Cash Handling, Upcountry Allowances Handling, Maintaining Payable (Suppliers) Accounts. Preparation of Payment Advice/Request, Maintaining Vehicle Fuel Record/Sheet, Maintaining Vehicle Service Record/Sheet, Bank Salaries Letter, Maintaining Annual Reports, Maintaining Monthly Reports, Assisting FM in Audit, VAT Calculation.

05.2018 - 12.2018

Ideal Vision Technology Trading & Contr , Saudi Arabia.

Accountant

Responsibilities: Purchase Order (PO), Record Purchase bills, Maintain Sales invoices and Delivery notes. Record Keeping, Payment Voucher, receipt Voucher, VAT Invoices, Statement of Accounts, Payment Followup, Cash Management, Payroll Accounts, Advances, ERP.

07.2012 - 08.2012

National Bank of Pakistan.

Internee

Responsibilities: Account Opening, Remittances, Clearing, Foreign Exchange, Financing, Pension, Cash handling.

01.2013 - 12.2015

Sahibzada Public High School, Peshawar, Pakistan.

Chief Accountant/ Admin Officer

Responsibilities: New Admissions, Collection of Fee, Accounts Handling, Salaries payment, Record