

ABDUL SATAR



CONTACT

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ADDRESS

Dalazak road zaryab colony Peshawar Pakistan

CNIC NO

15501-9140090-7

NATIONALITY

Pakistani

BLOOD GROUP

A+

SKILLS

- Know about Accounting
- Data analysis
- Communication
- Adaptability
- Time management
- Teamwork
- Accounting standards
- General business knowledge
- MS word
- MS excel

EDUCATION

- Secondary school/Matric
BISE saidu sharif swat (2017)
- Diploma in commerce
KPK Board of technical education (2019)
- Diploma in information technology
KPK Board of technical education (2019)
- BS commerce
University of Peshawar (2019 to 2023)

SUMMARY

I am a fresh graduate student and have experience an accountant and motivated individual pursuing a Bachelor of Science in commerce with strong foundation in business principles. With two years of accounting experience and possess strong problems solving and analytical skills that help me work efficiently and independently. Seeking a challenging position in an organization where I can utilize my expertise in accounting principles, and strategic planning and financial reporting to contribute to the financial success and growth of the company.

EXPERIENCE

- **Accountant**
 - **Vision learning center (August 2021 to July 2022)**
 - Maintain admission and examination fees.
 - Maintain student's records.
 - Daily expenses recording.
- **Accountant**
 - **The bright school system (August 2022 to August 2023)**
 - Maintain student's admissions an examination fee.
 - Maintain all expenses records.
- **Accountant**
 - **Al alim group of COMPANIES**
 - Stock recording
 - Maintain customers ledgers
 - Billing
 - All financial transactions
 - Maintain expenses records
 - Prepare monthly and annual reports
- **Accountant**
 - **Al safi foods**
 - Maintain customers ledgers
 - Stock recording
 - Prepare monthly and annual report

LANGUAGE

- ENGLISH
- URDU
- PASHTO