

Name
S/O

Ismail Hussain
Ibrar Hussain



Personal information.	<ul style="list-style-type: none">❖ Mob. 03063565471 & 03195416393❖ Address. Ghazi Abad, Dak Ismail khel, Pabbi, Nowshera, kpk.❖ Email Khattakismail471@gmail.com❖ Place of Birth Nowshera❖ Date of Birth 03/05/1994❖ CNIC 17202-0353190-5❖ Nationality Pakistani❖ Sex Male❖ Marital Status Single❖ Domicile Nowshera❖ Religion Islam
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Objective.	<ul style="list-style-type: none">❖ Having keen interest and desire to join any progressive and dynamic organization.❖ To implement my previous experience with highly skilled professionals in a challenging and competitive environment, where I enhance my professional skills in a far better way.
Key Qualities.	<ul style="list-style-type: none">❖ Result oriented self-confident & ability to learn & adapt new procedures quickly.❖ Good interpersonal skills and relationship management❖ Self-motivated with good level of communication and presentation skills.❖ Ability to analyze situations and handle assignments under pressure.

Qualification.	Certificate/ Degree	Board /University	Year
	❖ Matric (Science)	Mardan Board	2012
	❖ F Sc (Pre-Engineering)	Mardan Board	2014
	❖ B.com	Abdul Wali Khan University, Mardan	2016
	❖ M.com	University of Peshawar	2018
Professional Qualification.	❖ Diploma of Information Technology (Board of Tech. Education, Peshawar)—2019 ❖ MS Office (MS Word, MS Excel, MS Power Point, MS Access) ❖ SAP (Vendor Bills Management, Disbursement of Payroll, Posting of Bank Receipt & Expense Vouchers and Account Payable in SAP (ERP))		
Experience.	○ ❖ Experience as a Accounts Officer in ECO PACK (LTD) Duration (2019-2021) ❖ <u>Job Description:</u> ❖ Performed Financial Analysis and Financial Statement Analysis of all accounts of the company. ❖ Developed a financial plan, monitored financial performance, and Managed cash flow in the company. ❖ SAP (Vendor Bills Management, Disbursement of Payroll, Posting of Bank Receipt & Expense Vouchers and Account Payable in SAP (ERP) and coordinating with internal & external Auditor.) ❖ Experience as a Accountant in Enertech Engineering Pvt (LTD) Duration (2021-2022) ❖ <u>Job Description</u> ❖ Managed cash flow in the company for government and private project. ❖ Performed Financial quotation for government project of the company.		

	<ul style="list-style-type: none"> ❖ Maintaining the company bank accounts and SECP and Chamber documents. ❖ Make IPC for PEDO Project. ❖ Maintaining the company ledger accounts and the employee accounts. <p>Experience as a Accountant in Venus Carpets Pvt (LTD) Duration (2022-update)</p> <ul style="list-style-type: none"> ❖ <u>Job Description</u> ❖ Manage the company Income and sales taxes of the company, According to FBR and KPRA Rule. (goods and services) ❖ Maintaining the company ledger of vender accounts, Suppliers accounts & Banks Accounts. ❖ Make the sales Tax Invoices for Suppliers and most Experts of the invoice working FBR (IRIS).
Languages.	<ul style="list-style-type: none"> ❖ English Read, Write, Speak ❖ Urdu Read, Write, Speak ❖ Pashto Read, Speak
References.	Will be provided on demand.