

JAMSHED ALI

ACCOUNTANT

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E-mail:- jamshedshinwarish@gmail.com



Present Address:

Faisal Town, Opposite Police Housing Colony Nasir Bagh Road Peshawar.

OBJECTIVES:

I am confident and enthusiastic person to contribute and make the best use of my skills and abilities in a positive direction and contribute toward overall objectives of the organization.

Personal Information:

- Father's Name :- Muhammad Amin
- Date of Birth :- 08th Sep 1995
- Language Known :- English, Urdu & Pashto
- Marital Status :- Single
- Nationality/ Religion :- Pakistani/ Islam

EDUCATION:

- **MBA (Finance)**
Institute of Management Sciences Peshawar. (2021)
- **BBA (Hons) (Finance)**
The university of Agriculture Peshawar. (2019)
- **D.com (Account Group)**
Khyber Pakhtunkhwa Board of Technical Education Peshawar. (2014)
- **S.S.C (Science)**
Board of Intermediate and Secondary Education Peshawar. (2011)

COMPUTER SKILLS:

- Application Software: MS Office (Word, Excel, Power Point), Quick Books
- Web Surfing & E-mail Access
- Short Course: Peachtree(Computerized Accounting) certificate

EXTRA - CURRICULAR:

- Excellent verbal & writing communication skills
- Ability to learn things quickly
- Positive attitude towards learning and development
- Problem solving & decision making

PRACTICAL EXPERIENCE:

ACCOUNTANT at Frontier Pharmaceutical Pvt. Ltd from Dec-2020 to till Date.

- Reviews documents include invoices, receipts, ledgers and purchase orders.
- Reviews the books of account, and confirms that they are accurate.
- Management of both general and subsidiary accounts of a business.
- Pass necessary journal entries & prepare cash and bank reconciliation statement.
- Posting to General ledger and sub ledger.
- Making and checking of sales and Purchased Invoices.
- Reconcile sub ledger balances with General ledger.
- Prepare bank payment vouchers, receipt vouchers, journal vouchers.
- Get vouchers signed and forward to cashier.
- Prepare payroll and make remittances including salary forwarding.

- Maintaining the Daily Cash Inflows and Outflows.
- Checking and organizing the Accounts receivables and Accounts Payables regularly.
- Prepare Per unit Cost Report and Provide to the CEO monthly.
- Tracking overhead spending.
- Audit financial transactions and documents.
- Facilitating the year-end audit.
- Facilitating import through open account and through LC.

ACCOUNTS ASSISTANT at Frontier Pharmaceutical Pvt. Ltd from September-2019 to November-2020.

- Preparing and Posting of Accounts Vouchers.
- Posting of Sales and Purchase Invoices into the ledgers.
- Maintaining the Daily Cash Inflows and Outflows.
- Making the Bank Reconciliation Statement.
- Deposition and Withdrawal of the bank transaction.
- Keeping each party record through proper filling.

REFERENCE:

- Will be provided on demand.