

Zakir Ullah

An Accountancy & Management Professional

Father Name: Aziz Ullah

Address: Bashir Abad Peshawar

Email: zakirafr56@gmail.com

Contact No. +92 312 9448876

LinkedIn: www.linkedin.com/in/zakir-ullah-501763166



Why Zakir?

- ❖ An accountancy professional with sound knowledge of internal audit, invoices reconciliation, detection of discrepancies, and petty cash management of manufacturing concern.
- ❖ A team builder with strong understanding of financial and business metrics
- ❖ Excellent communication skills and able to clearly link financial results to operational performance drivers and thorough understanding of coordination

AREAS OF PROFESSIONAL STRENGTHS AND ENABLING SKILLS

- | | | |
|-----------------------------|--------------------------------|------------------------------|
| ❖ Accountancy | ❖ Internal and External Audits | ❖ Database management |
| ❖ Organizational Management | ❖ Quick Learner | ❖ In/Out Cashflow Management |
| ❖ Financial Management | ❖ Budgeting | ❖ Financial Reporting |

PROFESSIONAL EXPERIENCE

Premier Formica and Chipboard Industries Private Limited

Working as Internal Auditor Dec 2021 – Present

Responsibilities:

- ❖ Firm's internal audit in to ensure the internal control and follow the established procedures
- ❖ Budget, and expenditures management of the vehicles utilized for the organizational activities
- ❖ Maintaining the record of financial transactions including petty cash
- ❖ Reconciliation of statements to confirm the accuracy of the financial entries
- ❖ Day to day production details update reporting to the higher management
- ❖ Planning, order progress and dispatch details update to make the timely delivery of the product
- ❖ Ensure that other accounting teams follow proper procedures to make sure accounts are updated and accurate
- ❖ Sales Planning Officer

NZAJ Chartered Accountants

Worked as Annual Auditor March 2021 – December 2021

Responsibilities as Auditor and conducted annual audit of:

- ❖ Wssc Abbottabad
- ❖ Premier Group Of Industries (Pvt) LTD
- ❖ Greentech Pakistan
- ❖ Sub Mango Abbottabad

EFU Life Assurance LTD

Worked as Sales Consultant, Feb 2018-June 2019

Responsibilities:

- ❖ Developing strategies for promoting and selling of products offered by the organization
- ❖ Served as intermediary between customer and organization to ensure the requirement of potential customers are met
- ❖ Establish and maintain healthy, long-term relationship with clients to generate repeat business and referrals
- ❖ Determine new ways to make products appealing by observing the environment and current trends.
- ❖ Use promotional methods such as phone calls, emails and social media to reach potential clients and build a long-lasting business relationship with them.

ACADEMICS and PROFESSIONAL COURSES

- ❖ **University of Peshawar, 2022**
Master of Commerce (M. Com)
- ❖ **University of Peshawar, 2018**
Bachelor of Commerce (B. Com)
- ❖ **Higher Secondary School Certificate – (D.com), 2015**
Diploma in Commerce (D. Com)
- ❖ **Diploma Of Information Technology (DIT), 2021**
Khyber Pakhtunkhwa Board of Technical Education
- ❖ **Matriculation, 2013**
FBISE Islamabad SSC-Matric (Science)

I.T PROFICIENCY

- ❖ MS Office (Word, Excel, PowerPoint, Access, Outlook)
- ❖ QuickBooks– Computer Accounting Software
- ❖ Hardware + Software Maintenance
- ❖ Internet Surfing, Thunderbird, Microsoft Outlook

LANGUAGES

- ❖ Having excellent verbal and presentation skills in:
English, Urdu, Pashto

Address: