

FAHEEM ASHRAF

Personal Profile:

Name :	Faheem Ashraf
Father's Name :	Late Mohammad Ashraf
Date of Birth :	11th May 1991
Marital Status :	Married
Nationality :	Pakistani
Religion :	Islam
Languages :	English, Urdu & Hindko.
Email ID :	Faheem.ashraf@ymail.com
Contact No. :	00923429449089 & 00923038469050
Driving License No. :	DL No.NLM-01766 (Holding a valid AJK Pakistan)

OBJECTIVE:

I would like to work for a company that will enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement opportunities.

EDUCATION:

Bachelor in Business Science, BBS

(1st, Division, 2016)
University of Haripur

Bachelor in commerce, B.Com

(1st, Division, 2010-2012)
Hazara University Mansehra

Diploma in Commerce, D.Com

(A GRADE, 2007-2009)
Board of Technical Education Peshawar

Secondary School Certificate, SSC

(1st, Division, 2005-2007)
Board of Intermediate & Secondary Education Abbottabad

EXPERIENCE:

Account Officer (From Jan, 2017 to Sep, 2019)

GRAANA GROUP OF COMPANIES ISLAMABAD

Job Description:

- Using Excel to keep track of accounts payable and receivable, as well as utilities and payroll information
- Analyzing financial documents and making recommendations based on financial acumen
- Communicating with vendors to ensure payments are made on time and diffusing any payment conflicts
- Handle accounts payable and receivable
- Check invoices for inaccuracies
- Reconcile accounts with the general ledger
- Handle general account queries
- Contact clients about invoices that are past due

ACCOUNTING SOFTWARE:

- *Peachtree & QuickBook*

EXTRA SKILLS:

- Best Speaker and Best Urdu Speaker Certificate **1st Position** from Telecom Boys School & College Haripur, Pakistan.
- Best Speech Certificate **1st Position** from Frontier Education Complex Haripur Pakistan.
- Won **1st Price** in Business Plan Competition Organized by University of Haripur Pakistan.
- Best Speech Certificate **2nd Position** from Education & Literacy Department Haripur Pakistan

COMPUTER SKILLS

- Operating System: Windows XP, Windows 7 and Windows 8
- Three Months Office Automation Course (Microsoft Word, Microsoft Excel, Microsoft Power Point)
- Typing With Speed of 30 WMP
- Internet: Emailing, Surfing etc

LANGUAGES: English, Urdu, Hindko