



Summary

Career Objective :Seeking the position in the Accounts ,Audit and Finance departments .To work with reputable organization and provide my services using my skills and work hard with my optimum level for the success and the betterment of that organization. To achieve a high career growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

Skills

- Typing Speed: 30 Wpm
- Excel (Working Knowledge)
- Power Point (Working knowledge)
- Ms words (Working knowledge)
- Quick book(Working knowledge)
- Social media (face book, Instagram ,Twitter)
- Writing skills
- Graphics
- Photoshop
- Emails
- Strong communication
- Strong Presentation Skill.
- Team Leader Skills.
- Public speaker.
- Team Work and Collaboration skill.
- Knowledge of subject matter
- Bookkeeping
- Customer Relations
- ERP(working knowledge)
- Finance
- Financial Statements
- QuickBooks Expert

Experience

Muhammad imran Afzal and co chartered accountants

Accountant | Abbottabad (pak), Pakistan 03/2021 to 03/2022

- Prepared monthly and year-end closing statements, financial documents and invoices.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Calculated and prepared checks for utilities, taxes and other payments.

References

References Can be provided if required

Interests

HOBBIES , Gardening ,cricket ,book reading ,community involvement ,learning languages ,writing ,blogging ,Travels ,sports ,making music ,Yogo.

Languages

Urdu: First Language

English: B2

Upper Intermediate

- General Ledger Entries
- MS Office Suite
- General Ledger Accounting
- Accounting and Bookkeeping

Education and Training

ACCA

School of Business And Management (SBM)

Abbottabad

Association of Certified Chartered Accountants , 03/2023

Certifications

2021-2022 : ACCA(association of certified chartered accountants UK)
LEVEL 1:(Foundation level completed)
LEVEL 2 : Skills level (three papers yet to be completed) 2016-2018:SSC (Army public school and college) Board : Federal board of intermediate and secondary education Islamabad
2019-2020:FSc (Man)Janbazam Cadet college Tarbella Ghazi) Board (Federal Board of Intermediate and Secondary Education Islamabad) 2022 : Office Automation (pict Abbottabad)