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Dubai, UAE



About Me

I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have more than 5 years of experience in managing and leading teams across multiple sectors.

Education

Bachelor's of Commerce 2010 – 2012

- University OF Peshawar, Peshawar, PAKISTAN

Diploma In Commerce 2005–2007

- GCMS Peshawar, PAKISTAN

Matriculation 2002–2004

- GOVT HIGHT SCHOOL, DROSH CHITRAL PAKISTAN

Diploma In Information Technology 2015

- One year diploma in DIT basic of computer hard ware, software, networking, window installation. MS office complete, theoretical study of Quick book, Peachtree, Tally ERP9

Major Subjects:

- Accounting, Finance, Banking, Commerce, Auditing and compliance, Economics, Statistic Financial/Cost Accounting.

Languages

- English
- Urdu
- Pashto

Personal Info.

Nationality: Pakistani

DOB: 01-03-1988

Father Name: Nasir Ullah

Availability: Immediately

Skills

- MS. Office
- Financial Report
- Tally / Quick Book
- Oracle Flex Cube
- Corporate Taxation
- E-Commerce Knowledge
- Cash Handling Experience
- Income Statement Preparing
- Journal Entries posting
- Ledger Posting
- Trial Balance maintenance
- Balance Sheet Review
- Computer Software And Hardware installation, updating, downloading etc
- Business acumen and operation
- Corporate Account Opening Processing, KYC Updating, Due Deligince.
- Bank Reconciliation Statement Maintaining Of Corporate Account.

Work Experience

Sales & Marketing (Dubai, UAE)
Mar 23/ jun-23 PACT EMPLOYMENT (FullTime)

Key Responsibilities

- Credit card and personal loan marketing
- Leading Sales Associates Towards Target and Deploy Strategies in order to achieve before time.
- Ensure compliance with company policies.
- Assist manger in sales development.

Operation Manager (Peshawar, PAK)
2017/ 2023 – NRSP MFBL BANK LIMITED (Full time)

Key Responsibilities

- Strongly support all branch business segments of NRSP Bank.
- Monitoring and supervision of all operational activities performed by the operations staff.
- Ensuring compliance with all relevant internal policies, procedures, rules, and regulations.
- On-the-job training and coaching of operations staff and performance evaluation of operations staff.

Accountant (Peshawar, PAK)
2015 / 2017 – IQRA MODEL SCHOOL (Full time)

Key Responsibilities

- Manage all accounting transactions.
- Book keeping all the financial records of organization.
- Publish financial statements in time.
- Manage balance sheets and profit/loss statements.
- Keeping all records in dual manner digital systematic and manual record.
- Maintaining bank reconciliation statement daily, monthly and yearly.

Account Officer (Peshawar, PAK)
2013 / 2015 – Chitral Marble Factory (Full time)

Key Responsibilities

- Preparing and posting journals entries daily basis.
- Recording transactions, payments and expenses and processing invoices
- Maintain digital and physical records of invoices and contracts
- Cross-checking invoices with payments and expenses to ensure accuracy
- Sending bills and invoices to clients
- Communicating with clients regarding billing and payments
- Tracking organization expenses