

NASIR ALI



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Employment Visa:

CAREER OBJECTIVE:

Motivated individual seeking to obtain accountant position which will benefit from strong mathematical, deductive reasoning, and problem-solving abilities. Proficient in Microsoft Office products including Excel, word. Excellent time- management skills with the ability to prioritize multiple tasks and responsibilities while meeting deadlines.

CAREER PROFILE/SKILLS:

- High degree of accuracy and attention to details with the capacity to detect errors.
- Managing colleagues, workloads and deadlines.
- Participates in all levels of journal entry, month-end,
- Maintain accounting books and records.

PROFESSIONAL WORK EXPERIENCE:

Organization: AL Ahjar Al Tabieeyah Stone Tr LLC.
(Greek Marble Company)

Tenure: April, 2019 – Present

Designation: Accounts and Sale person



Responsibilities:

- Monthly reconciliation of general-ledger accounts,
- Assist in the monthly payroll,
- General ledger, account statement reconciliations,
- Invoice clients and assist with the accounts receivable process,
- Petty cash management,.
- Sale representative
- project management

Achievement:

- Prepare financial statement format according to International accounting standard 1.

Organization: Faheem Ilyas and Co
(Public Finance Accountants Institute)

Tenure: 2017

Designation: Accounts and Finance internee

Responsibilities:

- ❖ Major responsibilities assisting in:
 - Planning and directing the activities of workers in departments.

- Preparing reports as required by law, regulations or company policies.
- Accounts payable/receivable.
- Cash receipts,

Achievements:

- Due to hard work and commitment, extent my internship period from 3 to 5 Months.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Bachelors of Business Administration	University of Agriculture Peshawar	2018
Diploma Of Information Technology	Board of Technology Education kpk	2018

ADDITIONAL SKILLS:

- **Computer Competency Practical training**
(All versions of MS Word, MS Power Point and MS Excel)
- **Presentation and Communication Skill**
- **Quick book**

PERSONAL INFORMATION:

Father'sName : Afzal Khan
DateofBirth : January 10,1994
Language : English, Urdu, Pashto

REFERENCE:

Reference will be furnished on demand....