

Curriculum Vitae

Shah Faisal

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Objective:

To become a part of an organization where I can utilize my professional skills, excel my capabilities, utilize my experience under the competitive environment and play an important role in organization growth.

Personal Information:

Father Name : Syed Noor Nabi Shah

Date of birth: 8th January, 1985

CNIC 13504-0228933-1

Religion: Islam

Marital status: Married

Nationality: Pakistani

Domicile: Mansehra

Mailing Address: Village Kharri PO Shergarh Tehsil Oghi District Mansehra (KPK)

Qualification:

Master in economic	Hazara University Mansehra	2013	53%
Master in Public Administration	Hazara University Mansehra	2010	2.6 CGPA
Bachelor Arts Economic Statistics	Hazara University Mansehra	2008	46%
Intermediate	BISE Abbottabad	2006	46 %
Secondary School Certificate	BISE Abbottabad	2003	47 %

PROFESSIONAL EXPERTISE / SKILLS

- Bookkeeping, Data entry
- Stock/Inventory Management
- MS Office Suit (Excel, Word, PowerPoint, Excess, Aims , clean Tach , quick book 2006)

Academic Projects

National Bank Of Pakistan (Oghi Mansehra)

Responsibilities:

- Filling of Account Opening Forms
- Account opening procedures and it follow-ups.
- Preparation of daily record of deposits of utility bills payments received.
- Preparation of control ledgers against personal accounts.

United Bank Limited(Oghi Mansehra)

Responsibilities:

- Filling of Account Opening Forms
- Cheque Receive, Cash Payment,
- Preparation of daily record of deposits of utility bills payments received.
- Cheque book issue.

Experience:

Company: Khyber Bank LTD Pakistan
Designation: As Interne
Job Duration: 03 Years
City/Area: Torgar (Judbah)

Responsibilities:

- Clearing
- Remittance
- Filling of Account Opening Forms
- Account opening procedures and it follow-ups.
- Preparation of daily record of deposits of utility bills payments received.
- Preparation of control ledgers against personal accounts.

Responsibilities:

- Managing of Books of Accounts on Customized software and on Microsoft Excel.
- Reviewing of Salary register.
- Dealing in receivable and payable account.
- Managing day to day activities in the department of Accounts/Finance & Procurement.
- Dealing with suppliers and maintaining the cash flow along with the financial issues tackling.

Company: Naeem Computer Center
Designation: Admin & Accountant
Job Duration: Two years working experience
City/Area: Mansehra Oghi KPK

Responsibilities:

- Daily Cash book, Cash Payment, Cash Receive, Online Payment, Cheque issue, Cheque Receive, Cheque Print, Cash Payment Cash Receive
- Stock Inventory, Stock in, Stock Out, Dealing with Customer and Vendor, file management.
- Daily Sales maintain, Sales Return, Issue tackling.
- Bank reconciliation Statements,
- Analyze business operations, costs, revenues, financial commitments, future revenues and expenses.
- Develop implements, modify, and document recordkeeping and accounting systems, making use of current computer technology.

Certificates / Diplomas:

- Diploma in Computer Basic Application, Headwear software configuration
- SQL basic, Coral Draw, Adobe Photoshop, QuickBooks 2006, AIMS, VAT.

Languages:

English Urdu, Hindi Pashto, Punjabi

