

CURRICULUMVITAE

Zafran Hussain

Alooli, Haripur Pakistan

Contact No.: 0092-315-7609139

Email:zafranhussain991@gmail.com



OBJECTIVE:

2015,Business Graduate, seeking to leverage acquired academic knowledge and work experience to effectively fill an ;Assistant Accountant; position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during my work and the university.

WORK EXPERIENCE:

3 Years of Professional Experience

ASSISTANT ACCOUNTANT:

Waheed Hafeez Group of Companies,Hattar,

Pakistan.

Duties & Responsibilities

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing purchase orders.
- Managing payroll.
- Completing financial reports on a regular basis and providing information to the finance team.
- Assisting with budgets.
- Completing bank reconciliations.

Relevant Skills:

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint Presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

EDUCATIONAL BACKGROUND:

Masters in Commerce:(M.COM)

University of Haripur, (UOH) Pakistan
September 2012 -March 2015

Bachelors in Commerce : (B.COM)

Hazara University ,Mansehra,Pakistan
September 2010-July2012

Diploma in Commerce: (D.COM)

Board of Technical Education ,
Peshawar ,Pakistan

S.S.C :(MATRIC)

High School Aooli,
Haripur,Pakistan

Languages:

- ✓ English: Fluent in speaking and writing
- ✓ Urdu : Mother language

PERSONAL INFORMATION:

Full Name : Zafran Hussain
Nationality : Pakistani
Marital Status: Married
Date of Birth: 04-February-1992
Place of Birth: Haripur,Pakistan

References:

Will be provided on demand.