SHAKEEL UR RAHMAN

**OBJECTIVE**

To work in a multicultural and multidimensional progressive organization under supervision and guidance of experienced professionals, to strive hard for the organizational goals with the objective to enhance my ethical and professional skills. Willing to work in collaboration with team of diverse individuals as a team leader and team member.

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| **WORKING EXPERIENCE**  **A Project of Defence Housing Authority Islamabad:**  **Jacaranda Family Club**  ISO 9001/14001/18001 Certified.  Aug-2018 till Present  **(Accountant/Fin Asst.)**  **Rawal Group of Companies:**  **Frontier Ceramics Limited**  (An ISO Certified Firm,  Listed on Karachi, Lahore& Islamabad Stock Exchange)  Jan-2016 to Aug-2018  **(Account Officer)**  **Bank Alfalah Limited (Islamic)**  (An ISO Certified Bank,  Listed on Karachi, Lahore& Islamabad Stock Exchange)  July-2015 to Jan-2016  **(Business Development Officer)** | **EDUCATION CAREER**  **[2011-2015]**  **Master of Business Administration** (3.5) **Finance/MS**  Kohat University of Science & Technology **(KUST)**  **[2009-2011]**  **Bachelor of Commerce (B.Com-IT)**  Bannu University of Science & Technology **(BUST)**  **[2008]**  **Higher Secondary School (I.Com)**  Board of Technical education, Peshawar **(BTE)**  **[2005]**  **Secondary School Certificate (SSC)**  Board of Intermediate & Secondary education, Bannu **(BISE)** | **REFERENCES**  **Syed Naeem Hussain Shah**  Sale Engineer  Sika Group of Companies  Contact: +92-333-2221104  **Azhar Mehmood**  Deputy Manager Finance/Imports  Frontier Ceramics Limited  Contact: +92-345-5363126 |

**EXPERIENCE:**

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| **Organization** | **Jacaranda Family Club (A Project of DHA, Islamabad)** |
| Address | Club Avenue, Sector-E, Phase-II, P.O. Box. 1531, DHA, Islamabad. |
| Designation | (Accountant/Fin Asst.) |
| Tenure | Aug-2018 till Present |
| Reporting to | Manager Finance and General Manager Finance |
| Responsibility | Filing of Bank receipt voucher, Journal voucher, Cash receipt voucher etc. |

**Defence Housing Authority Islamabad**

**(Accountant/Fin Asst.): (**Accounts**)**

**Job Duties and Responsibilities**

* Working on **ENTERPRISE RESOURCE PLANNING SYSTEM.**
* Working on **Membership Management, Accounts & Point of Sale module.**
* Working on **Cash Receipt** Database Software.
* Working on **Bank Receipt** Database Software.
* Entering and maintaining bank provided subscription fee receipts in accounts module against members account.
* Solving member queries regarding membership and membership accounts.
* Bank and Customer balances Reconciliation.
* Ensuring duplicate entries are not made.
* Negotiating with bank against Member’s deposit slips.
* Filing of Bank receipt voucher, Journal voucher, Cash receipt voucher.
* Completing tasks assigned by Manager.
* Printing and dispatching Membership monthly bills on time.
* Customer meetings and resolve complains.
* Preparing of **I.O.N.**
* Preparing of Reconciliation statements**.**

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| **PERSONAL INFORMATION**  **Father’s Name:**  Saif ur Rahman (Late)  **Date of Birth:** Dec 29, 1988  **Marital Status:** Married  **Nationality:** Pakistani  **CNIC:** 11201-9616318-1  **Religion**: Islam  **Mailing Address:** 🖂  House# 83, Street# 6, Sec.3, near Gondal Market, Al Noor Colony, Khanna Pul, Rawalpindi.    **E-mail:** 🖅[shakeelnasir88@gmail.com](mailto:shakeelnasir88@gmail.com)  **Contact :** 🖁  +92-334-8817331  +92-331-9858331  +92-969-510178 | **COMPUTER SKILLS**   * Quick Books * Oracle (ERP Base) * MS Office   (Office, Excel, Power Point, Outlook)   * Various Computer Software’s * Windows 7th , 8th XP Professional   **INTEREST:**  Attending workshop, travelling,  Studying, Watching Cricket,  Sports Channels and IT  Photography, Editing etc.  **CO-CURRICULAR:**  Coordinator in university and school functions  Active member of sports society in  University. Internet Surfing  **PROFESSIONAL:**  Report Writing  Group Work  Communication  **LANGUAGES**   * English, Urdu, Pashto | **SUMMARY**   * Ability to Independent handles all account matters. * Ability to learn and adapt new procedures quickly. * Systematic with good time management skill. * A team player and loyalty are my hallmarks. * Punctual, hardworking,   efficient and dedicated to the job.   * Capable to work under pressure with minimum supervision. * Organizational and analytical skills. * Time management skills with high level of motivation * Concern problem solving and analytical skills * Creative, resourceful and flexible, able to adapt to changing priorities and   Maintain a positive attitude and strong work ethic. |