***ANWAR SAEED* Personal Details:**

Address: **-**Village Adam Khail, Kalakhail Subsection Khwaja Khel P.O Bara District Khyber.

Contact: 03149019277, 03459115868

Email ID: [anwar.saeed05@gmail.com](mailto:anwar.saeed05@gmail.com)

DOB: 23rd March, 1986

F/Name: Inam Gul

CNIC# 17301-6065854-3

Domicile: District Khyber - Khyber Pakhtunkhwa

**CAREER OBJECTIVES:**

I want to succeed in a stimulating and challenging environment, building success of the company while I experience advancement opportunities.

**EDUCATION:**

* **Shaheed Zulfikar Ali Bhutto Institute of Science & Technology Islamabad.**

MBA (HRM) 1.5 Years

2014 - 2016 With 70%, 3.13 CGPA

* **K.P.K Agricultural University Peshawar.**

BBA (Hons) Finance

2005 - 2009 With 72%, 3.2 CGPA

* **K.P.K Board of Technical Education Peshawar.**

Diploma in Commerce (D.Com)

May, 2004 With 60%

* **Board of Intermediate and Secondary Education Peshawar.**

**S.S.C (Arts)**

April, 2002 With 56%

**PROFESSIONAL EXPERIENCES:**

1. ***Waves Plus Private Limited Pakistan (Formerly Singer Plus)***

Designation: Recovery & Verification Officer

Duration: June, 2022 to Date.

**Duties & Responsibilities:**

* Ensuring 100% recoveries.
* Verification and reconciliation of stuck and disputed accounts with customers.
* Reporting arrears on daily basis to Head Office and concerned shops as well as area manager.
* Circulate an outstanding list of customers to branch managers and regional business managers for getting the date of recovery and follow it up on a daily basis and give the report to the line manager.
* Identify the problem in customer accounts and provide regular updates of receivables to manager
* Recovery of outstanding balances from customers either by phone calls or by personal visits and conduct regular meetings with sales persons regarding their outstanding balances.
* Assist seniors in preparation of data for credit committee and present to the Credit Manager for review.
* Visit clients and complete the follow up of recovery.
* Gather information and evidence through face-to-face interviews.
* Conduct verification on matters entrusted and thorough investigation of suspected frauds.

1. ***Professional Employers Private Limited (UNDP, Peshawar, Pakistan)***

Designation: Youth Ambassador (Local Government Ambassador)

Donor: UNDP

Duration: December, 2019 to September, 2020

**Duties & Responsibilities:**

* Mobilization for public gatherings for awareness campaign regarding Local   
  Government new reforms in Newly Merged Areas (Ex-FATA).
* Conducting Community Sessions for delivering the relevant information about Local Government and their activities in Newly Merged Areas (Ex-FATA).
* Conducting Educational Sessions i.e schools, universities and colleges teachers and   
  students.
* Corona Awareness Sessions / Meeting with Religious Leaders.
* Mosque announcements for Corona Awareness.
* Mega Phone announcement for Corona Awareness.
* Corner Meetings with community elders.
* Administrative Tasks assigned by the Tehsil Municipal Officer / District Coordinator.
* Data compilation and analysis for District Coordinator as well as Tehsil Municipal   
  Officer Dara Adam Khel.

1. ***Telha Foundation Peshawar Pakistan***

Designation: Accountant

Duration: October, 2018 to November, 2019

**Duties & Responsibilities:**

* To maintain cash/bank management including petty cash manually and in soft.
* Prepare monthly bank reconciliation reports regarding all Cash Receipts and Cash Payments through the bank as well as cash in hand.
* Monitor Foundations all banking activities/transactions in order to detect any irregularities.
* Full charge book keeping including all month and year end Journal Entries.
* Compilation and preparation of monthly, quarterly and yearly financial statements for in-house use and Audit Firm for year-end Tax purposes and decision making.
* Preparing financial documents such as invoices, bills, and accounts payable and receivable.
* Responsible for entering financial information and maintaining all financial records for medical camps and for the Organization.
* Obtain approvals from the Director and from the Donors on all procurements and purchases for the projects and for the organization.
* To maintain record of Assets/Liabilities in manual as well as in soft.
* Facilitate in Annual Audit/Internal Audit and monitoring visits.
* Respond to Internal/External Audit observations.
* Deposit Income Tax deductions of staff.
* Deduction of ESSI and Benevolent fund contribution of staff and to deposit the same with the concern quarters.
* Preparation, posting and review of Payroll and disbursement to the staff.

1. ***Ali Public School Peshawar (ACCA Approved)***

Designation: Accounts & HR Officer

Duration: February, 2016 to April, 2018.

**Duties & Responsibilities:**

* Make sure reports about financial transactions on Xero (Online Software) as well as maintain reports in MS Excel according to upper management requirements.
* Collection of fee assurance on the basis of different rules and regulations.
* Management of Petty Cash transactions online using Xero (Online Software).
* Preparing and posting the monthly payroll on the basis of information received.
* Stock receiving and stock disbursement to the concerned staff and equipment orders.
* Manage transportation cost of vehicles on daily basis.
* Preparation of lesson plan, time table, students attendance record and date sheet.
* Record, analyzed and properly maintained all students’ results on MS Excel Sheet.
* Deal with educational board matters.

1. ***OCS Pakistan Private Limited, Zonal Office Peshawar***

Designation: Accounts Assistant

Duration: November, 2012 to August, 2014

**Duties & Responsibilities:**

* Daily Data Feeding in GBMS (Accounting Software).
* Ensured all payments amounts & records are accurate.
* Managed petty cash transactions of all branches.
* Worked with journals, sales, ledgers and spreadsheets.
* Verification of calculations working with the Accounts system.
* Sorting out incoming and outgoing daily post and answering any queries.
* Correction & Verification of consignment notes.
* Record Keeping of Credit. & Cash consignment note Books.
* Telephonic dealing with branches.

1. ***Ministry of Interior, NADRA Provincial Headquarter KPK***

Designation: D.E.O (Junior Executive)

Donor: UNHCR

Duration: October, 2010 to Feb, 2011

**Duties & Responsibilities:**

* Updating.
* Verification.
* Delivery

**COMPUTER & MANAGEMENT SKILLS:**

* **University of Peshawar, Institute of Management Studies**

Certificate in Project Management

July, 2011

PMBOK fourth Edition (96 Credit Hours)

* **K.P.K Board of Technical Education Peshawar**

Diploma in Information Technology

September, 2014 With 78%, A Grade

* **Innova Institute of Sciences & Management Peshawar**

Peachtree and Quick Books

* **Pak Youth Computer Academy Peshawar**

Microsoft Office 2007

* **JICC Peshawar**

Practical Hardware & Troubleshooting (Software)

* **University of Peshawar**

Microsoft Project Professional

**SOFTWAREUSED*:***

* GBMS (Global Business Management System)
* Xero (Online Software)
* ANR (Afghan Nationals Registration)
* BTS (Billing & Tracking System)
* CMS (Courier Management System), Peachtree and Quick Book.

**PROFESSIONAL TRAININGS & SKILLS:**

1. ***Law Department Civil Secretariat Peshawar KPK***

* Worked as Internee under NIP from 01st April 2011 to 31st March, 2012

1. ***Pakistan Telecommunication Company Limited***

* Worked as Internee from 22nd June, 2009 to 15th December, 2009

1. ***Habib Bank Limited***

* Worked as Internee from July, 2015 to September, 2015

1. ***SZABIST Islamabad (University)***

* Worked as Mock OD consultant in a group assignment for one month

**LANGUAGES:** Proficient in written and spoken English, Urdu and Pashto**.**

**HOBBIES:** Working as team member, watching historical movies, reading books, using computer etc.

**REFERENCE:** Available on demand.