

curriculum v i t a e

Shamshir Ali
S/O: Tajuddin



Contact Nos: 0336-9548912, 0332-9330930

E-mail: shamsherali9548@gmail.com

Summarize Personals:

Nationality: Pakistani

Religion: Islam

Languages: Urdu, Pashto, English (Normal),

Gender: Male

Date of Birth: February 23rd, 1992.

Qualification: ● B.Com

Mailing Address: District Nowshera, Tehsil Pabbi, Village & P.O Box Jallozai.

Key Experience:

Sr #	Name of Organization	From	To
01	M/s Haj Muhammad Khan & Sons (Govt: Constructors & Engineers) PEC License # 325 CA	Nov, 2012	Continue....

- Maintaining Books of Accounts, Day Book, General Journal, General Ledger, Cash Book, Trial Balance, income Statement & Balance Sheet.
- Preparing Cash Receipt Voucher, Cash Payment Voucher, Bank Receipt Voucher, Bank Payment Voucher & General Vouchers.
- Prepare and maintaining all types of office filling system.
- Obtain tender documents & Pre-qualification documents from the concerned departments.
- Preparing Pre-qualification documents of all Govt. Departments.
- Preparing Technical Bid of all Govt. Departments.
- All Banking Relations like cash deposit, online cash deposit, cash with drawls, online cash with drawls, online cheque deposit, bank statements, etc.
- Preparing Call Deposits, Pay Orders, Demand Drafts etc.
- Preparing all Bank Guarantees like Bid Guarantee, Mobilization Advance Guarantee and Performance Guarantee.

Educational Profile:

B.com:

Abdul Wali Khan University Mardan “ Recognised by HEC”

----- Year 2011-2012 -----
(1st Division)

D.com:

BTE Peshawar “ Recognised by HEC”

----- Year 2009-2010 -----
(1st Division)

S.S.C (Science Group):

Govt: Higher Secondary School Jallozai (Nowshera)

----- Year 2007-2008 -----
(1st Division)

DIT (MORA Vocational Training Course)

Trade Testing Board (6 Months Course)

-----Year 2013-----
(1st Division)

Computer Skills:

- MS Office (Word, Excel)
- Typing Speed (24 Wpm) in English & Urdu.
- Installation All Types of Software of Computer System.
- Best knowledge to use Printers , Scanners, Fax Machine etc
- Peachtree complete accounting.
- Basic Internet (Uploading, Downloading, E-Mailing etc)