

Fasih-Ur-Rehman

Home Address: Plot# L- 432 Sector 34/1 Korangi,
Karachi

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CNIC: 42201-6188891-5

Date of Birth: July 22th 1995



Objective

To obtain a position in a reputed national or multinational organization offering a challenging work environment, where I am able to apply my professional experience and academic knowledge, leading to growth & development of the organization and my career advancement.

Experience

Company Name: International Credit Information Ltd.
Department: Finance Department as an Accounts Executive
Duration: 01 June 2017 to Continue

Responsibilities:

- Prepare Bank Receipt Vouchers (BRV) on daily basis.
- Collect cheques from collection department on daily basis to fill Bank Voucher and hand over to bank rider for deposit in bank.
- Filling of Bank Receipt Voucher (BRV).
- Correction and Adjustment entries on month end closing.
- Settlement of advances on monthly basis.
- Coordinate to all branches to collect Tax Challan on monthly basis.

Others Responsibilities

- Perform other related duties as required.

Academic Qualifications

Certification / Degree	Institution / University	Specialization	Passing Year
B.Com	Govt. College		2022
Intermediate	Bahria College (M.T Khan road)		2014
Matric	Al- Sehar Academy School	Science	2012

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	MS Office	Good	Currently Using

References

Sr.	Name	Organization	Know As	Contact No.
1	Mr. Ziauddin	ICIL	Immediate Supervisor	(92-334) 3748228
2	Mr. Aun Abbas	ICIL	Finance Executive	(92-343) 3615595