##### Address: House # 744 sector F8 Phase 6 Hayatabad Peshawar Pakistan.

##### Mob: +92-3345515433

**Email: shafii.anwar9911@gmail.com**

### OBJECTIVE

To contribute the best of my abilities towards the growth and development of a dynamic and progressive organization by fully utilizing my interpersonal and academic skills to pursue a challenging and rewarding career as an Administrator. I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company’s growth objectives, develop my career and excel in the related field.

# SUMMARY OF EXPERIENCE

**Working as Finance Manager at NCS University System Peshawar from 14th Nov 2022 to date…**

* Keep and maintain all the accounts records in soft as well as in hard form.
* Responsible to deal all the accounts of the organization
* Responsible to maintain ledger books for regional office and main office.
* Make sure verification of all the accounts record before auditory process.
* Responsible to submit the financial report to the finance manager for compilation, review and onwards submission to the donor.
* Make sure all the records / accounts / financial transactions are booked before the audit commencement.
* Ensure cordial relation with the line department and the audit department of the donor agency.
* Any other task assign by the supervisor.

**Worked as Accounts Manager at Concordia College, Peshawar from 11th Nov 2021 to 12th Nov 2022.**

* Keep and maintain all the accounts records in soft as well as in hard form.
* Responsible to deal all the accounts of the organization
* Responsible to maintain ledger books for regional office and main office.
* Make sure verification of all the accounts record before auditory process.
* Responsible to submit the financial report to the finance manager for compilation, review and onwards submission to the donor.
* Make sure all the records / accounts / financial transactions are booked before the audit commencement.
* Ensure cordial relation with the line department and the audit department of the donor agency.
* Any other task assign by the supervisor.

**Worked as Admin &Finance Managerat NCS University System, Peshawar from 23rdSep 2013 to 30th Oct 2021…**

**As Admin Officer:**

* Manages all correspondence within and outside the organization.
* Records all incoming and out-going letters and documents.
* Receives advice from the project Manager and Executive Director on relevant issues and tend to the information/inquiries sought.
* Conveys all the required instructions and policies of the organization to the staff and the views of the regional staff to the leading body.
* Monitors administrative aspects of the regional office/staff and evaluates discipline and punctuality of the staff to the assigned tasks.
* Ensure the maintenance of attendance register in office and also confirm staff attendance level in the field.
* Responsible to supervise the work, related to purchase of furniture, office equipment, computers, vehicles/motorbikes/bicycles, air conditioner and miscellaneous.
* Responsible to negotiate services agreements with vendors.
* Looks after administrative affairs of the Office.

**As Finance Officer:**

* Keep and maintain all the accounts records in soft as well as in hard form.
* Responsible to deal all the accounts of the organization and settles all matter of banks.
* Responsible to maintain ledger books for regional office and main office.
* Make sure verification of all the accounts record before auditory process.
* Responsible to submit the financial report to the finance manager for compilation, review and onwards submission to the donor.
* Make sure all the records / accounts / financial transactions are booked before the audit commencement.
* Ensure cordial relation with the line department and the audit department of the donor agency.
* Any other task assign by the supervisor.

**Worked as Network Administrator & Admission Officer at Institute of Professional Studies, Peshawar from Sept 1st 2012 till 21st Sep 2013.Responsible for:**

* Responsible for the administrative activities in the Institutions.
* Managing and Coordinating with students.
* Dealing with the issues of students.
* Making sure that the things are going according to the planners.

**Worked as Supervisor at Safety and Security Services Pvt.Ltd, Peshawar from April 2009 till Oct 17, 2010.**

**Responsible for:**

* Managing the security Team
* Supervising the Banks Guards
* Writing and Submitting Reports

### PERSONAL PROFILE

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills. Very organized with professional approach.

Age & Date of Birth : 19-01-1988

Religion : Islam

Marital Status : Married

Nationality : Pakistani

ID card # : 17301-7063777-7

**ACEDEMIC QUALIFICATIONS**

* **MBA 3.5 University of Peshawar**
* **Bachelor of Arts University of Peshawar.**
* **DBA 2years Muslim College of Commerce & Management, Peshawar.**
* **Certificate in Auto Mechanic Government Technical & Vocational Centre Peshawar**
* **Matriculation Government High School, Civil Quarters Peshawar**

**Computer Skills**

Certificate in Information Technology from Euro Institute of Management Sciences.

3 months Peach Tree and Tally Accounting courses from Haris Institute.

Scanning, Printing, Windows Software, hardware knowledge and Internet Browsing.

**HOBBIES & INTERESTS**

Reading, writing, Internet surfing, music & photography

**PERSONAL STRENGTHS**

Friendly and easy going with people, keen observer, fast learner, able trainer & good listener, done a pretty team work for time bound activities

**REFERENCES**

Strong references available on request.