

Asad Mateen

A Recent graduate of Accounting and Finance with good academic record and excellent analytical, communication, and interpersonal skills seeks a position in an organization to utilize and develop my knowledge and skills



✉ asadmateen4@gmail.com

☎ 03049156605

📍 Peshawar, Pakistan

EDUCATION

MBA (Finance)

Institute of management Sciences, Peshawar

02/2022 - Present

Bachelors of Sciences in Accounting and Finance

Institute of management Sciences, Peshawar

09/2017 - 08/2021

3.47

Courses

- BS Accounting and Finance

Higher secondary school certificate

Agricultural University Public school and College

08/2014 - 07/2016

803

Courses

- Pre-Engineering

Secondary School Certificate

Agricultural University Public school and College

02/2012 - 07/2014

853

Courses

- Science

WORK EXPERIENCE

Junior Finance Executive (Internee)

North South Travels PVT LTD

02/2021 - 05/2021

Achievements/Tasks

- Inventory Management, Cash Payment Vouchers, Bank Payment Voucher, Payroll and Internal Audit

Contact: HR Co-Ordinator - 03009338950

Internee

RIHRDO

06/2017 - 01/2021

Achievements/Tasks

- Promoting Awareness Campaigns like Clean and GreenPakistan, Arranging Vocational Training Sessions, Preparing event report

SKILLS

MS Word

MS Excel

MS Powerpoint

Quickbooks

VOLUNTEER WORKS

Ran'aaChildWelfareFoundation(RAN'AA)
(06/2019 - 02/2020)

AMBASSADOR

Sham Corporation (04/2019 - 05/2020)

Event Management

Rural Infrastructure and Human Resource Development
Organization (RIHRDO) (02/2016 - 06/2017)

Volunteer

CERTIFICATES

MS OFFICE (07/2020 - 09/2020)

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Pashto

Full Professional Proficiency

INTERESTS

Volunteering and community involvement

Travel

Cooking

Sports

Reading