**Professional Objective:**

Seeking position in dynamic environment that utilize my talent to the optimum level, appropriately rewards performance and offers continuing opportunities for future advancement.

 NISAR HAIDER

 (MBA Finance)

**Summary**

* Father’s Name Atta Muhammad
* Nationality Pakistani
* Marital Status Single
* Cell # 0321-5527219
* Email: nisarhaider786@gmail.com
* Address: H # 6, st 14. Near farooq-e- azam chowk, Karamatabad, tarlai khurd, islamabad

**Professional Profile**

* Working experience of more than 5 years in accounting/ finance

 And administration.

* Creative, and enthusiastic change agent with proven track record in improving efficiencies, reducing costs.
* Computer performer with extensive technical proficiency covering wide range of applications platforms.

**Education**

**2014 : MBA (Finance 3.5 years)**

 Federal urdu university of arts, science and technology, Islamabad

**2010 : B.Com (Finance and Accounts**)

 Prince salman college of commerce islamabad

**2008 : HSSC**

 Govt. Gordon College Rawalpindi

**2006 : SSC**

 Al-Faisal public school Rawalpindi

**Other Major Certifications**

* 06 Months Computer Diploma(Ms office, Hardware & Software)

**Working Experience**

**2018-Present** Working as **UCPO (union council polio Officer) in WHO**

 (March 2018-Present)

 **Responsibilities:**

* + - Micro planning, Assist in Polio Teams and Area in charge Selection and Training.
		- Micro plans Desk and Field Validations,HRMP area mapping,
		- Tally sheet Analysis, compilation in MS excel.
		- Monitoring during SIAs, data collection, Data analysis and provide feedback.
		- AFP Surveillance in Hospitals, Tracing of AFP child and Stool sampling.
		- Zero Reports Collection on weekly basis.
		- Monitoring Routine immunization session.
		- Assist and Provide support in TCV, MMR and Covid 19 Campaigns.

**2016-2017** Worked as Accountant & Admin Officer in **S-ASSOCIATES (pvt.) ltd.**

 **Job Role:** Accountant & Admin

 **Location:** Bhatti socity near street 7.

 **Company:** **S-ASSOCIATES (pvt.) ltd.**

 **Department:** Accounts and Finance

 **Responsibilities:**

* + - Processed invoices
		- Petty cash management and preparation of delivery reports.
		- Managed vendor accounts, generating weekly on demand cheques
		- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
		- To maintain record/ accounts and monitor Transactions using MS Excel &Peach Tree, Tax Payments & Invoice Record.
		- Assisting clients with property sales and development.
		- Preparing and interpreting legal documents including listings and sales contracts

**2014-2016 Worked as an** Accountant & Admin Officer

 **Location:** Rawalpindi

 **Company: Dua School System**

 **Department:** Accounts/Admin Department

 **Responsibilities:**

* + - Maintaining the income and expenditure record.
		- Preparation of staff payroll/purchasing equipment
		- Entry of daily fee collection.
		- To handle registration and admission matters.
		- Managing the basic accounting of all of the School transactions.
		- Monitoring the School expenses.
		- To maintain, record/ accounts, Arrange PTM, Event Management,

**Activities and Interests**

Blogging

 Islamic and History Books

Traveling