**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](mailto: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