



## Languages

- English
- Urdu
- Pashto
- Punjabi

### ACCOUNTANT.

02/2019-03/2020

#### Hira National Education System-Karak, Pakistan

- Evaluated and improved financial records to make important business decisions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliation.
- Used advanced software to prepare documents reports and presentations.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Created staff expense and reimbursement tracker to monitor trends and enforce company policies.
- Analyzed monthly balance sheet accounts for corporate reporting.

### STOREKEEPER

04/2018-02/2019

#### Nashpa Oil and Gas Project Kohat KPK

- Received, merchandised and arranged all store items for visual display.
- Operated forklifts and hand trucks to restock department supply locations.
- Oversaw warehouse staff by providing instructions and leading daily activities.
- Received product and organized in stockrooms storage area.
- Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.