

CURRICULUM VITAE

Personal information:



First name / Surname

Asif Ur Rahman

Address

Banda kachori PO grahi nobat Khan, garhi said rehman, Peshawar Pakistán

Mobile/Cell

+92 346 9040614

E-mail

asifrahman.mgt@gmail.com

Nationality

Pakistani

Date of birth

01-01-1989

Place of Birth

Peshawar-Pakistan

Gender

Male

Passport No.

16031123731

Skype ID

asifafriidi.88

OBJECTIVE:

To play the role of a real servant for an organization and incorporate my skills and abilities to achieve the overall goals and objectives financial expertise and analytical skills to contribute to the success of an organization by effectively managing financial resources, providing accurate and timely financial analysis, and supporting strategic decision-making.

Type of business or sector

Management Science

Work experience

Tenure

May 2018 – Till date

Occupation or position held

Accounts Officer

Main activities and responsibilities

- Managing financial accounts, reconciling statements, and recording transactions.
- Processing payroll for employees, ensuring accurate and timely payment.
- Performing regular account reconciliations to ensure accuracy and integrity of financial records.

Name and address of employer

Alam Match Private Limited.

Type of business or sector

Manufacturing

Tenure

Jan 2016 – Feb 2018

Occupation or position held

Accountant

Main activities and responsibilities

- Managing financial accounts, reconciling statements, and recording transactions.
- Preparing financial reports, including income statements, balance sheets, and cash flow statements
- Monitoring and tracking inventory levels to ensure sufficient stock availability.
- Conducting regular inventory counts and reconciling any discrepancies.
- Managing inventory data, including item descriptions, quantities, and locations.

Name and address of employer

Wadi Al Sham New auto Spare parts trading (UAE), Al Ain Sinaya Abu Dhabi, UAE

Type of business or sector

Auto Mobile Spare parts

<i>Tenure</i>	Mar 2014 – Dec 2015
Occupation or position held	Accountant
Main activities and responsibilities	<ul style="list-style-type: none"> Managing financial aspects such as reporting, property accounting, budgeting, lease administration, tax compliance, and financial analysis to support decision-making and maximize property profitability.
Name and address of employer	Paradise City Nowshera, Kaka sahib road Nowshera, Pakistan
Type of business or sector	Real State
<i>Tenure</i>	Feb 2012 – Mar 2014
Intern Trainee	Computer Operator
Main activities and responsibilities	<ul style="list-style-type: none"> Efficiently managing computer systems and providing reliable support for uninterrupted operations, ensuring optimal performance and customer satisfaction
Name and address of employer	Avenues International, Dens Trading Center, Peshawar
Type of business or sector	Advertising Agency
<i>Tenure</i>	Jun 2011 – Aug 2011
Intern Trainee	Finance Trainee
Main activities and responsibilities	<ul style="list-style-type: none"> Eager to gain practical experience in finance, applying theoretical knowledge to support financial analysis, reporting, and decision-making, while actively contributing to the growth and success of the organization.
Name and address of employer	Federal Boar of Revenue (RTO) Peshawar
Type of business or sector	Revenue Department
Education and Training	
Session	2009 – 2011
Title of qualification awarded	Master of Business Administration (MBA)
Principal subjects	Finance
Name of the Institution	Islamia College University Peshawar
Web	https://www.icp.edu.pk/
Level in International	Master
Grade/ CGPA/ %age	B+ / 3.13 / 4 / 78.25%
Session	2007 -- 2009
Title of qualification awarded	B.Sc. (Computer Science)
Principal subjects	Computer Science, Mathematics-A, Statistics
Name of the Institution	University of Peshawar, Peshawar, Pakistan
Web	https://www.uop.edu.pk/
Session	Annual 2007
Title of qualification awarded	HSSC (Higher Secondary School Certificate)
Principal subjects	Computer Science (Computer Science, Mathematics, Statistics)
Name of the Institution	Board of Intermediate and Secondary Education, Peshawar, Pakistan
Web	https://www.bisep.edu.pk/

Session	Annual 2005
Title of qualification awarded	SSC (Secondary School Certificate)
Principal subjects	Biology, Physics, Chemistry, Mathematics
Name of the Institution	Federal Board of intermediate & Secondary education Islamabad
Web	https://www.bisep.edu.pk/

Personal skills and competences

Mother tongue **Pashtu (Non-English)**

Other language(s)

European level (*)

English

Urdu

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
B-2	B-2	B-2	B-2	B-2
C-2	C-2	C-2	C-2	C-2

Social skills and competences

- Experienced in effective communication with teachers and students
- Goal-oriented work focused capability
- Good aptitude to adapt to multicultural environments
- Hard working, good fun, organized person

Organisational skills and competences

- Good in management and leadership qualities
- Good experience in managing Projects and coordinating team
- Understands organizational culture and know how to gather and synthesize information on internal and external environments

Technical skills and competences

- Proficiency in accounting software (e.g., QuickBooks, ERP, Tally ERP, AI Amin).
- Strong spreadsheet skills for data analysis and financial modeling.
- Ability to perform financial analysis and interpret financial statements.
- Knowledge of financial reporting standards and preparing accurate financial statements.
- Experience in budgeting, forecasting, and variance analysis.
- Familiarity with tax laws and preparing tax returns.
- Understanding of audit procedures and supporting audit processes.
- Data analysis skills for working with large datasets.
- Knowledge of financial systems and ERP software.
- Awareness of regulatory compliance and financial standards (e.g., GAAP).

References

Dr. Asia Umer Khan
Lecturer Department of Management Sciences
Islamia College Peshawar
asia-umer@icp.edu.pk Cell: +92-336-9133407

Mr. Ahmad Zeb
Lecturer Department of Management Sciences
Islamia College Peshawar
Email: ahmad.zeb@icp.edu.pk PH: +92 321 9003431