

# AAMIR AFRIDI



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Wazir Dhand, Jamrud  
Khyber Agency,  
Pakistan.  
Date of Birth: 06/02/1994  
aamirkhan1033@gmail.com

**Career Objective** To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

## Academic Qualifications

<b>BS(HONS) ECONOMICS</b> UNIVERSITY OF PESHAWAR Secured CGPA 3.5	2012-2016
<b>F.SC PRE-ENGINEERING</b>  F.G Degree College For Men Peshawar Secured <b>64.54%</b> .	2012
<b>MATRIC SCIENCE</b> USMANIA MODEL SCHOOL PESHAWAR Secured <b>69.04%</b> .	2010

## Experience:

**Accountant March-2021 till date:**

**Al-Fajar Real Estate and Marketing Company PVT Ltd**

- Office Management: Supervise and maintain office operations for ensuring the smooth and efficient workflow.
- Record Keeping: Maintaining the records, documents and files both physically and electronically.

- Facilities Management: Maintaining the office `supplies and other facilities
- Support: Provision of support to various departments such as HR, marketing and other
- Financial reporting: Preparing and analyzing the financial reports such as income statement, balance sheets and cash flow statements
- Expense Management: Monitoring and controlling expenses to maximize cost effectiveness
- Payroll Processing: Process monthly salaries of staff
- Document Verification: Verify the all documents and processes
- Bills Processing: Processes the all invoices and bills and kept in record.

**Internee under Prime Minister Youth scheme July 2017 to June 2018:  
University of Peshawar (Planning and Development Department)**

- Worked in the budget department and assisting the department in preparation of yearly budget of university
- Actively involving in the audit section related to the expenses, student affairs and many more

**Course Projects**

- Impact of exports on exchange rate fluctuations and foreign direct investment of Pakistan (2003-2013)

**Certification and Awards**

- Got certificate for boost the confidence from 16th to 17th March 2013 by Motivated Youth Organization under the supervision of President of Motivated Youth Organization, Pakistan
- Got certificate for participating in Islamic Era and New Era seminar on 29<sup>th</sup> May November 2013 by President of Motivated Youth Organization under the supervision of President of Motivated Youth Organization , Pakistan

**Major subjects**

- Fundamental of Economics
- Mathematics
- Principles of Microeconomics
- Intermediate Microeconomics
- Statistics
- Econometrics-1
- Human Resource Development
- Project Planning
- Applied Economics
- Macro Economics
- Islamic Economics
- Managerial Economics
- Economics of Pakistan

**Non-technical skills and interests**

- Honest and hardworking
- Willingness to learn

- Good team player
- Good communication skills, optimistic and positive attitude
- Cricket, internet surfing, newspaper reading
- Interested in public speaking

### **Linguistics**

- English (Fluent in speaking and writing).
- Urdu (Fluent in speaking and writing).
- Pashtu (Fluent in speaking)