Akbar Ali

Address: Village Chinar, Post Office Mastuj, Tehsil Mastuj, District Chitral

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in **Location; Peshawar City**

Objective:

To apply my expertise and experiences in Information technology, computers, and accounting to contribute to the financial success of a company, by taking on a role that involves managing financial operations, analyzing data, and providing strategic financial guidance

Relevant Experience

Manager| Quaid Academy Peshawar| 2018-2023

Key Responsibilities

- Heading Cashiers
- Making financial reports
- Dealing with customer data
- Customers feedback
- Conducting every Sunday test and computerized result checking

Accountant |JCA Academy Peshawar| 3-month Experience

Key Responsibilities

- Dealing with cash counter
- Making reports
- Analyzing Financial Data
- Recording Financial Transactions

Computer Operator| ECA Academy Peshawar| 3 years' Experience

Key Responsibilities

- Installing and configuring software and hardware
- Performing regular maintenance tasks, such as backups and updates
- Managing user accounts and permissions
- Providing technical support to staff and students
- Conducting every Sunday test and computerized result checking

Other Experiences

Warden| New AI Ebad Hostel Peshawar| 3-month Experience

Key Responsibilities

- Overseeing the check-in and check-out process for residents
- Maintaining records of residents and their personal information
- Monitoring the behavior and activities of residents to ensure that they are complying with hostel rules and regulations
- Resolving conflicts or disputes between residents, and dealing with disciplinary issues as needed
- Ensuring that the hostel facilities are clean and well-maintained
- Addressing resident concerns and providing assistance as needed

Education Background

M.sc (Computer Science) (University Of Sawat)
    Year of completion (2017)

B.sc (Computer science) (Shaheed Benazir Bhutto University Upper Dir)
    Year of completion (2013)

Fsc (Pre-Engineering) (BISEP)
    Year of completion (2011)

SSC (science) (BISEP)
    Year of completion (2009)

Hard Skills
- Technical skills
- Financial Management
- Microsoft system operations
- Typing

Soft Skills
- Decision Making
- Problem-solving
- Adaptability
- Conflict Resolution
- Time Management
- Communication Skills

Certifications
- Diploma in Information Technology (DIT)
- Cisco Certified Networking Associate(CCNA)