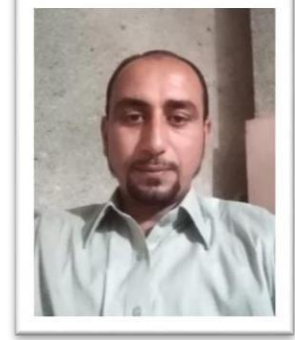


ALTAFA AHMAD



Gender: Male
Cell #: +92-346-786 3972, +92-300-909 5683
Email: altafaajez@yahoo.com
Address: C/o: Adil Karyana Store, Basti Karimabad,
Opp; Quad e Azam College, Diyal Road, Dera Ismail Khan (K.P.K)

OBJECTIVE:

- To secure a challenging position that will enable me to use my Talents, Experience and Qualification for the benefits of Organization.
- To serve for promotion of Organization with high spirit / proficiency in the light of dexterous moral values.

Organization: **-PEOPLE- Professional Employers Private Limited**
Designation: **-Human Resource Services Executive (SKP- Region)**
Location: **-South Khyber Pakhtoonkhwa, Regional Office Dera Ismail Khan**
Period: **-From Nov, 2022 till Date**
Description:

- Maintained all type of data, record required by PEOPLE 's Provincial & Head office etc.
- Maintained Record of Recruitment, Hiring, Training & Logistic etc.
- Email Correspondence with all concern.
- Maintained the Grievance, Salaries, Leave & Attendance, Updating EMF, MIS on daily basis etc.
- Communications & Coordination with Concern for Different activities.
- Maintained all type of record / documentation of Cheque distribution activity with IOM to sorted beneficiaries of ILA, Shelter & CFW projects.
- Ready for multitask from Client & PEOPLE.

Organization: **-EHSAR Foundation (KS Relief- Emergency Program)**
Designation: **-Admin & Logistic Assistant**
Location: **-District Dera Ismail Khan**
Period: **-From Sep, 2022 to Oct-2022**
Description:

- Maintained all type of data, record required by EHSAR & KING SALAM RELIEF on daily basis.
- Also, manage Staff Visit to Distribution point with Food Items for Distribution.
- Maintained all record related to project for Donor & Organization.

Organization: **-Ittehad Traders (Lucky Cement Distributors)**
Designation: **-Marketing & Administration Officer**
Location: **-District Dera Ismail Khan**
Period: **-From Jan - 2022 to Aug, 2022**
Description:

- Responsible to maintain all Data / Information / Assignments required by Owner.
- Maintain the Manual & Computerized record keeping of Sales & Purchases etc.
- Maintain the Daily and Monthly basis Sales & Purchases Record etc. (Compile with Retailers)
- Maintain and inspection the daily basis Sales & Purchase report etc.

Organization: **-ZONG CMPak (Multinational Telecom)**
Designation: **-Administration cum Sales & Distribution Manager**
Location: **-Dera Ismail Khan (Franchise)**
Period: **-From August 2020 till September 2021.**
Description:

- To maintain all type of Data / Information required by Zong (Region, Franchise & Grid Manger) from Market with retail Base & from Other Telecom Competitors.
- To assign & Plan targets for team.
- Promo awareness communicates with Retail base as required.
- Maintain & Motivate retail base according to Zong requirements.
- Planning for achievement monthly targets assigned by Zong to Franchise.

Organization: **-Malik Traders (Cement & Sugar Commission Distributors)**
Designation: **-Accounts & Administration Manager**
Location: **-Dera Ismail Khan**
Period: **-From August-2019 to July-2020**
Description:

- To maintain all type of Data / Information required by Cement Factories & Sugar Mills.
- To maintain books of Accounts, Customers & Vendors on Daily, Monthly & Annual Basis.
- To maintain Bank Reconciliation Statement as well as Operational on Daily & monthly basis.

Organization: -**Islamabad Group of Companies (IGC)**
Designation: -**Assistant Manager Accounts**
Location: -**Islamabad**
Period: -**From March-2017 to August-2019**
Description: -Maintain all type of Data / Information required by IGC, Director Finance & Director General in both Software (Peachtree & Sehalsolution).
-Maintain books keeping for Customers, Vendors on Daily, Monthly & Annual.
-Maintain Bank Reconciliation Statement as well as Operational on Daily & monthly basis.

Organization: -**Telenor Pakistan (Multinational Telecom)**
Designation: -**Admin, Finance & Financial Services Officer (Franchise Caretaker)**
Location: -**District Dera Ismail Khan (Franchise)**
Period: -**From August-2008 to February-2017**
Description: -To maintained all Data required by Franchisee, Provincial office & Head office.
-To maintained books of Accounts, Stock Register manually & Computerized on Daily, Monthly & Annual Basis.
-To maintained the Daily Sales & Stock Report overall District.
-To maintained Bank Reconciliation Statement as well as Operational on monthly basis.
-To maintained all type of Financial Services activities Franchise & Retailer end both.

Organization: -**Punjab Rural Support Program (PRSP)**
Designation: -**District Accountant**
Location: -**District Muzaffar Grah**
Period: -**From January - 2008 to July - 2008**
Description: -Responsible to maintained all Data / Information/Assignments required by District Manager, Project Management Unit, Project Director and PRSP-IRDP Head Office related to PRSP-IRDP.
-Maintained the Bank Reconciliation Statement on fortnightly basis.
-Daily & Monthly Cash Receipts and Payment Vouchers.
-Maintained the Daily and Monthly Expenses and Revenue Accounts.

Organization: -**Lucky Cement Limited Site Pezu**
Designation: -**Assistant Accounts Officer**
Location: -**District Lakki Marwat**
Period: -**From Feb - 2006 to December - 2007**
Description: -Responsible to maintain all Data / Information / Assignments required by Deputy General Manager & Manager of Accounts Deptt;.
-Maintained the manual record keeping of all related & required IOM etc.
-Maintained the Daily and Monthly basis Store & office Record etc. (Compile with store)
-Maintained and inspected the daily office report etc.

CERTIFICATION:

Organization: -**Zarai Taraqati Bank Limited**
Designation: -**Internship from University**
Period: -**02 Months**
Course Description: -To deal the all type of Bank Customers and perform all of Bank Official Work.

ACADEMIC QUALIFICATION:

Degree: -**Master of Commerce**
Completion: -2004
Subject: -Accounting & Financial Management etc
Institute/Board: -Gomal University Dera Ismail Khan

COMPUTER SKILL:

Operating System Windows, E-mailing, MS Office (Word, Excel, Power Point) LAN, Internet Browsing, PC-to-PC Networking, File & Printer sharing etc.

PERSONAL DATA:

Father's Name: -**OBAID ULLAH JAN**
Date of Birth: -05th April, 1980
N.I.C #: -12101-0961621-3
Domicile: -Dera Ismail Khan (K.P.K)
Religion: -Islam
Nationality: -Pakistan
Languages: -Urdu, English, Pashto, Saraiki