

Curriculum Vitae

AMEEN ULLAH



Personal information:

- Father's Name : Haji Abdul Qayyum
- Date of Birth : 05-08-1991
- Contact : 0315-2672121
- Email : Aminullah6161@yahoo.com
- C.N.I.C # : 54400-3347470-9
- Local : Killabdullah
- Nationality : Pakistani
- Religion : Islam
- Marital Status : Married
- Gender : Male
- Address : Pashtoon Bagh Achakzai Road Near Tameer-e-khalaq School , Quetta, Balochistan.

Qualification:

- Matric with 665/1050 . 1st Division from (BBISE) Balochistan Board of Intermediate & Secondary Education, Balochistan.
- F.Sc with 614/1100 . 2nd Division from (BBISE) Balochistan Board of Intermediate & Secondary Education, Balochistan
- B.com With 708/1300.2nd Division from (UOB) University of Balochistan.
- M.com With 731/1350. 2nd Division from (UOB) University of Balochistan

Working Experience:

Accounts/ Finance Assistant – Tameer-e-Khalaq Foundation, Quetta

1st October, 2017 – Current
Total Experience: 6years

Accountant- Chiltan Khanewal Gas Company

23-August-2022 to 31-May-2023

Curriculum

Job Description as Accounts Assistant:

1. To Prepare & Processes payroll, distribute cash salaries to support staff.
2. To respond queries raised by management on payroll.
3. To check and ensure all supporting documents are attached with payment vouchers.
3. To prepare & process third party bank payments once all supporting documents are in-place and approvals are obtained.
4. Implement financial policies and procedures
5. Establish and maintain cash controls
6. Establish, maintain and reconcile the general ledger
7. Monitor cash reserves and investments
8. Prepare and reconcile bank statements
9. Ensure data is entered into the system
10. Issue cheques for all accounts due
11. Ensure transactions are properly recorded and entered into the computerized accounting system.
12. To Assist Manager Finance in preparing the financial reports.
13. To Maintain efficient filing system of financial records on daily basis & any other duty assigned by Manager Finance.
14. Daily banking – cheques and cash.
15. Communicate with staff/members/customers regarding invoicing and payment of invoices.
16. Processing of creditors invoices.
17. Raising of payments ensuring proper authorizations – via cheque and electronic funds transfer.
18. Manage and reconcile office petty cash.
19. Communicate with creditors regarding outstanding accounts and payment of outstanding accounts.
20. Photocopying/Printing and collating paperwork.
21. Filing paperwork.
22. Management of filing system.
23. Assist the Financial Controller where required with the weekly processing of payroll transactions.

Certifications:

- 6 Month Course of DIT , from (CAELC) Challenger Academy of English Language & Computer Quetta in 2010.
- 3 Months English Language Course from Universal Academy Quetta.

Curriculum Vital

Computer Skills:

- Know English Typing Speed 35wpm
- Have Basic computer Knowledge (Microsoft Office, Hardware, Dos, Win xp, Networking, HTML, C language)
- Can do work on Internet easiely.

Languages:

- Urdu.
- English.
- Pashto.