

AMIR MEHMOOD

BBA(Hons) FINANCE

Address:

P.O Jallozai Village Halaki Banda Cherate Road
tehsil Pabbi District Nowshera

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Summary

To pursue a career providing professional and personal development in the fields of accounting and management in a progressive organization that values its human resources and rewards performance. Ready to accept all kinds of challenging and responsible jobs, where an opportunity for innovation, knowledge enhancement and professional growth exists. I have good interpersonal and team work skills. Ability to promptly adapt the standards set-up by the/Organization.

Skill Highlights

- Able to work on ONLINE softwares for accounts effectively
- Good quantitative ability
- Good MS Excel / Ms Word skills
- Effective official Communication skills
- Good Data reporting skills

Experience

1. **Purchase Manager** – From 11/2018 to Till date

Khyber Traders Cosmetics and Toiletries Karkhano market Peshawar.

Responsibilities:

- Using Online software (Blue box)
- To Oversee Container Purchase process from Shipped to Finalizing (That Includes Invoicing , Costing , Finalizing , Goods receive notes (GRN))
- Dealing Official communication through Emails with Overseas Companies. (That is stock excess/short ,payment confirmation, Debit note / credit note ,short expire stock)
- Assigning custom duties to products that fall under cosmetics and toiletries categories of FBR custom valuation while costing products in Containers.
- Maintain Record of Currency purchase for payment to Companies.
- Maintain Companies Ledger balances and reconcile with Companies statement of accounts.
- Companies/suppliers Sales and Stock reporting.
- Annual stock audit of main and branch warehouses (System vs Physical quantity comparison).
- Stock value calculations of main warehouse and branch warehouses for annual Audit.
- Stock shifting / transfer supervision through software between main warehouse and branches.

2. **ACCOUNTANT**

UFONE Franchise Namak Mandi Peshawar from January,2013 till October 2018.

Responsibilities:

- Using **Franchise Accounts Management System(F.A.M.S)** online software
- Reconcile Franchise and company (Ufone) ledgers balances.
- Reconcile franchise and Bank balance.
- Load and Prepaid cards Recovery & issuance.
- Customer service activities Sales
- Mobile Financial services (U PAISA) Recovery & issuance.

- Punching Monthly targets of Franchise
- Assigning Monthly Targets to Sales officers.
- Dealing official Emails with Company (Ufone)
- Salaries of office staff and Sales officers.
- Bank dealings (Cash deposits , Online transfers etc)

3. LECTURER

Frontier polytechnic institute saifen chowk badaber from September,2011 till December,2012.

SUBJECTS:

- Business Communication
- Industrial management and human resource
- Business management and industrial economics
- Computer and English.

Education

- **BBA (Hon's) [Finance] CGPA 3.75 (2007-2010)** IBMS, KP Agriculture University Peshawar, Pakistan
- **Diploma in business administration (DBA) (2006)** Muslim college of commerce and management Peshawar. KP, Board of technical education Peshawar.
- **Secondary School Certificate (SSC) (2004)** Govt high school no 4 Peshawar Cantt. B.I.S.E Peshawar.
- **Certification in Information technology(CIT) (2004)** Frontier college of information sciences and technology . Affiliated with Board of Technical Education Peshawar .

• Languages

- English - A1
- Urdu - A1

• Internship

- Six weeks Internship in **National Bank of Pakistan**. Saddar road Branch Peshawar Cantt. From AUG,2010 till SEP,2010.