

AQIB SHAKEEL



Aqib Baloch Town Kachi Paind Khan New Bannu Chungi Bannu Road Dera Ismail Khan



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28-Dec-1998

in <https://www.linkedin.com/in/aqib-shakeel>

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

PERSONAL INFORMATION

- Father Name: Abdul Shakeel
- C.N.IC #: 12101-9438340-9
- Domicile: Dera Ismail Khan
- Nationality: Pakistani
- Religion: Islam
- Material Status: Single
- Driving License: LTV (11120007334)

EDUCATION

- **BOARD OF INTERMEDIATE AND SECONDARY EDUCATION D I KHAN** 2014
SSC
790 / 1100
- **BOARD OF INTERMEDIATE AND SECONDARY EDUCATION D I KHAN** 2016
FSC (ICS)
590 / 1100
- **QURTUBA UNIVERSITY OF SCIENCE AND INFORMATION TECHNOLOGY** 2020
BSCS
2.95 / 4.00
- **QURTUBA UNIVERSITY OF SCIENCE AND INFORMATION TECHNOLOGY** 2023
MS-CS
Results Awaiting

SHORT COURSE

- 3 Months Office Automation Course From "Petromen" Dera Ismail Khan

TRAININGS

- Seven Days Training " Big Data Analytic-Cloudera Certified Associate (CCA) " From KPITB in Bannu

EXPERIENCE

- **Malik Group of Companies**
Computer Operator / Accountant & Admin Administration
I have four years of experience at "**Malik Group Of Companies**", where I contributed to optimizing financial, IT, and office operations, collaborating with skilled Accountant, Computer Operator, and Admin Administrative professionals.
- **Lucky Cement Limited**
IT's Support
During my six-week internship training at "**Lucky Cement Limited**" in IT'S department, I did different tasks and Using a tool called SAP. I learned about how IT'S works and helped the team with their projects.

DUTIES AND RESPONSIBILITIES

- Reconciling the company's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Generating the company's financial reports using income & expenditure data
- Keeping a check on the company's finances based on financial status
- Filling and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company
- Identifying and correcting file & system errors
- Preparing payroll
- Performing data processing operations according to business production schedule
- Answering questions and troubleshooting problems for users
- Maintaining computer equipment and inventory and organizing repair as needed
- Monitoring and scheduling jobs
- Running application performance management scans
- Cleaning printers and performing preventive maintenance
- Providing support during business continuity exercises
- Processing phone requests
- Running application performance management scans

SKILLS

- SAP (Systems, Applications & Products in Data Processing)
- Leadership Skills
- Communication Skills
- Organization Skill
- Time Management
- Problem Solving
- Financial Analysis
- Ms Word | Ms Excel | Power Point | Outlook
- Planning / Organizational Skills

ADDITIONAL INFORMATION

- Network Management
- Data Security
- Documentation
- Multitasking
- Professional Certificate
- Reference from Colleagues
- Technical Skills
- Language Skill
- Personal Achievement

ACTIVITIES

- Professional Association
- Projects
- Leadership's Roles
- Volunteer Works
- Publication and Presentation
- Skills Development

INTERESTS

- Photography
- Playing Video Games
- Running
- GYM
- Volleyball
- Adventure Travel
- Designing and creating
- Swimming
- Cycling

LANGUAGE

- English
- Urdu
- Pashto
- Sariki

REFERENCE

- **Malik Faizan Dar**

Chief Executive Officer
Malik Group Of Companies
Muhammadfaizandar2@gmail.com | +923033210000

- **Abdul Khalil**

Lucky Cement Limited
Assistant Manager (HR)
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