

AQIB SHAKEEL

Aqib Baloch Town Kachi Paid Khan 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

EDUCATION

- | | |
|--|------|
| • BOARD OF INTERMEDIATE & SECONDARY EDUCATION D I KHAN
SSC
729 / 1100 | 2014 |
| • BOARD OF INTERMEDIATE & SECONDARY EDUCATION D I KHAN
FSC (ICS)
590 / 1100 | 2016 |
| • QURTUBA UNIVERSITY OF SCIENCE AND INFORMATION TECHNOLOGY
BSCS (Hons)
2.95 GPA | 2020 |
| • QURTUBA UNIVERSITY OF SCIENCE AND INFORMATION TECHNOLOGY
MPhil Computer Science
Result Awaiting | 2022 |

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

SKILLS

- Office Software
- Customer Service
- Communication Skills
- Organization Skill
- Time Management
- Data Entry
- Financial Analysis
- Ms Word | Ms Excel | Power Point| Outlook
- Problem Solving
- Discipline
- Tolerance

INTERESTS

- Photography

- Playing Video Games
- Running
- GYM
- Volley Ball
- Adventure Travel
- Designing And Creating
- Swimming
- Cycling

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
- Skills Development
- Publication and Presentation

EXPERIENCE

- **Malik Group Of Companies** **01-08-2019 - 31-08-2023**
Accountant & Admin Administration
I have worked 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

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
- Preparing payroll
- Identifying and correcting file & system errors
- Performing data processing operations according to business production schedule
- Maintaining computer equipment and inventory and organizing repair as needed
- Answering questions and troubleshooting problems for users
- Notifying maintenance personnel of system malfunctions
- Monitoring and scheduling jobs
- Manually submitting batch processing jobs
- Running application performance management scans
- Processing phone requests
- Cleaning printers and performing preventive maintenance
- Providing support during business continuity exercises

LANGUAGE

- English
- Urdu
- Pashto

- Sariki

REFERENCE

- **Malik Faizan Dar**
Malik Group Of Companies
Chief Executive Officer
Muhammadfaizandar2@gmail.com | +923033210000
- **Malik Aiman Dar**
Malik Group Of Companies
Managing Director
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