



Mehtab Ali Shah

Home : Kotka Habiban Sadat Mamash Khel Bannu Khyber Pakhtukhwa, Pakistan,
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Pakistan

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Gender: Male **Date of birth:** 10/03/2000 **Nationality:** Pakistani

WORK EXPERIENCE

[01/01/2019 – 31/12/2021]

Clerk

Quaid E Azam Institute of Management Sciences Bannu

City: Bannu

Country: Pakistan

- Identifying and correcting file and system errors.
- Performing data processing operations according to a business production schedule.
- Performing backup procedures to reduce the risk of data loss.
- Maintaining computer equipment and inventory and organizing repairs as needed.

[08/02/2023 – 25/08/2023]

Accounting assistant

ARBT AGOSH Foundation

City: Lahore

Country: Pakistan

Business or sector: Education

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.

[04/10/2022 – 02/11/2023]

Primary school teacher

Hira School & College Mamash Khel Bannu

City: Bannu

Country: Pakistan

Delivered engaging lessons, designed curriculum, assessed student progress, and provided individualized support to foster academic growth and development in a multicultural classroom environment.

EDUCATION AND TRAINING

[07/08/2018 – 12/09/2022]

BS Commerce in Accounting

University of Science and Technoloyg Bannu <https://www.ustb.edu.pk/>

Address: 28100, Bannu, Pakistan

Field(s) of study: Business, administration and law: *Accounting and taxation*

Final grade: 3.32

LANGUAGE SKILLS

Mother tongue(s): Pashto

Other language(s):

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | google | youtube | instagram | gmail | whatsapp
| social media | microsoft powerpoint | microsoft office | twitter | google drive |
google docs

CERTIFICATIONS AND AWARDS

[28/02/2024 – Current] **Arabic for Beginners: Arabic in the Workplace**

- Arabic vocabulary for body parts and exercise
- Arabic in diverse workplace
- Arabic in education
- Arabic in technology

Link: <https://coursera.org/share/29732a10675dba6c73e2be5dde94a8b3>

[12/01/2024 – Current] **Becoming an SAP Professional**

- SAP Career Trends
- Routes into SAP
- LinkedIn SAP Community
- Learning.sap.com
- SAP Partner Roles

Link: <https://coursera.org/share/10c307e03ce27467f060e3880a383cf3>

[14/12/2023 – Current] **Bookkeeping Basics**

- Define accounting and the concepts of accounting measurement.
- Explain the role of a bookkeeper and common bookkeeping tasks and responsibilities.
- Summarize the double entry accounting method.
- Explain the ethical and social responsibilities of bookkeepers in ensuring the integrity of financial information.

Link: <https://coursera.org/share/95b3d137c89d036aab4a480e38da86fe>

[08/03/2024 – Current] **Foundations of Project Management**

Google Project Management: Specialization

Link: <https://coursera.org/share/41d1a7adb8e477d63afbd56c0c6e802c>
