# ABOUT ME

**Shahid Rabbani**

**Date of birth:**

15th January 1988

**Nationality:**

Pakistani

**CONTACT**

Benazir Colony P/O Shadman

Colony Near Wensam College

D.I.Khan

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(+92) 346-3016009

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Willing to work in highly competitive environment and have dedication for challenging jobs. Highly motivated to build bright career through personal efforts and struggle in innovative esteemed organizations

# WORK EXPERIENCE

**November 2022 – CURRENT** – Ruba Digital Pvt Ltd D.I.Khan

## Assistant Branch Manager

* Currently Working as Assistant Branch Manager in Ruba Digital pvt ltd dera ismail khan
* To prepare sale report for manager retail operation on prescribed format or branch.
* To prepare daily sale and collection reports of the entire retail network branch.
* To prepare branch weekly sale report for retail commercial.
* To prepare branch monthly closing sale report.

**JUNE 2015 – February 2022** Zahir Khan and Brothers Construction Company ZKB

## Accountant

* Worked As Senior Accountant with ZKB Construction company JV Limak on CPEC project in Islamabad.
* Prepare asset liability and capital account entries.
* Maintain accounting control by preparing and recommending policy and procedure.
* Keeping record of orders placed and shipments received.
* Verify, allocate post and reconcile accounts payable and receivable.
* Manage accounting assistance and book keepers.

**May 2014 – May 2015** AM Associates Construction Company

## Assistant Procurement Manager

* Worked as assistant procurement manager in AM Associates construction company.
* Monitor and forecast upcoming level of demand.
* Assist manager procurement in carrying out market analysis to get the best purchasing deals.
* To identify new suppliers of goods and services to maintain a healthy competition.
* To be responsible for timely delivery of quality goods on the best price.

**February 2013 – April 2014** Dera & Geo Embroidery Pvt Ltd

## Marketing Manager

* Worked as Marketing manager in Dera and Geo Embroidery pvt ltd Lahore.
* Prepare and monitor the marketing budget on a quarterly and annual basis and allocate fund wisely.

**January 2011 – January 2013** Citizen Commission for Human Development (NGO)

## Monitoring Officer

* Worked as Monitoring Officer Protection Center CCHD at Mianwali District.

# EDUCATION AND TRAINING

**2010** Qurtaba University of Science & Information Technology Dera Ismail Khan, Pakistan

**M.B.A (Master in Business Administration)**

**Marketing**

**2008** Gomal University, Dera Ismail Khan, Pakistan

**B.Sc (Bachelor of Science)**

**Double Math & Statistics**

**2006** Board of Intermediate and Secondary Education, Bannu, Pakistan

**F.A (Inter Science)**

**2004** Board of Intermediate and Secondary Education, Bannu, Pakistan

**Matric (Science)**

# DIGITAL SKILLS

Zoom / Microsoft Office / Google Docs / Problems solving and decision making / creativity and passion for new solutions (Optimal Knowledge)

# LANGUAGE SKILLS

**MOTHER TONGUE(S):** Pashto

**OTHER LANGUAGE(S):** Urdu, English, Punjabi and Saraiki

# HOBBIES AND INTERESTS

## Hobbies

* Reading
* Cooking
* Current Affairs

# COMPUTER SKILLS

## I can carryout the following work of accounting very well on computer and manually.

* Cash Book.
* Invoicing purchasing.
* Branch reconciliation.
* Stock reconciliation.
* Updating of Ledger & their scrutiny.
* Microsoft Office.
* Microsoft Excel.