



ABDUR RAHMAN

(ACCOUNTANT)

Cell # +971567006499

Email: ark8231@gmail.com



Profile

I have bachelor Degree in Accounts and have 4 years of experience in bank as accountant I can do both accounts and HR Jobs. Cash Flow closing monthly or daily petty cashes maintain salaries of staffs manual or in ERP promotion demotions transfers of staff manual or in ERP any type of accounts work manual in excel or in organizations MIS can do any types of reports and sent them via mails in soft excel and pdf files . I am active and honest worker and love to do accounting jobs.

PERSONAL PROFILE:

- ❖ Father Name : NABI GUL
- ❖ Date of Birth : 28-03-1998
- ❖ CNIC # : 16102-6160832-5
- ❖ Nationality : Pakistani
- ❖ Religion : Islam
- ❖ Marital Status : Unmarried
- ❖ Address : Dibba Al Hisn 42 Street Near Sajhida Supermarket

ACADEMIC QUALIFICATIONS:

EXAM/UNI	PASSING YEAR	%AGE	BOARD/ UNIVERSITY
SSC	2014	755/1050	BISE MARDAN
FSc Pre Medical	2016	573/1100	BISE MARDAN
B.Com	2019	694/1400	AWKUM

JOB EXPERIENCE:

- ❖ 04 Years' Experience as an Accountant Akhuwat Islamic Micro Finance Bank Pakistan
- ❖ 02 Years' Experience as a Social Marketing at Baby G Pamper Marketing
- ❖ 01 Year Experience as an Accountant at Leader AG School Mardan KPK Pakistan

SKILLS

- ❖ Communication Skills, Hardworking Skills , Ability to work for long Hours ,Social Marketing Skill Through social Media
- ❖ MS Office & ERP

LANGUAGES:

- ❖ English
- ❖ Urdu
- ❖ Pashto
- ❖ Hindi