

Nisar Ahmad

Finance Officer



Village & Post office Sarat Khel

Disst & Tehsil karak, KP ,Pakistan

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+92334-9901200



About Me

I am an enthusiastic professional who welcomes new challenges and is committed to achieve personal and professional success. I am willing to take new responsibilities and respond to it with good initiative. I am MBA MS (Finance) and have a good experience in Finance & Administration. I have organizational skills with energetic attitude and motivation to move forward and learn. Result oriented administrative tasks. Good interpersonal communication skills.

Education

MBA MS(Finance) Session: 2010-2014
Iqra National University Peshawar, Pakistan
Marks: 2098/2900

B.Com (Accounting) Session: 2008-2009
Govt Commerce College, Kohat, Pakistan
Marks: 789/1400

D.com (Short Hand) Session: 2006-2008
Govt Commerce College, Kohat, Pakistan
Marks: 791/1400

SSC (Science) Session: 2004
Govt High School GMKK, Karak, Pakistan
Marks: 511/850

Skills

- Computer: Operational Systems: Window XP
- Computer application: Ms. Word, Ms. Excel, Ms. Power point & Internet

Technical skills

- MS Office
- MS Access
- Oracle (ERP-R12)
- AP, AR, GL entry in Oracle
- Reports Management in Oracle (ERP -R12)
- NEO (NLC E-Office)

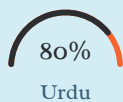
Expertize

- Communication
- Ability to Work Under Pressure
- Time Management

Awards

- Best Outstanding Employee of The Year (2021)
- Best Outstanding Employee of The Year (2020)

languages



Interests



Work experience Oct 2023 to Nov 2024

Finance Officer

WRC (Welfare & Relief Committee) Head Office Peshawar
Joint Venture Health & Education Department KPK.

Job description:

- Budget Preparation: Develop and manage the annual budget, ensuring it aligns with the organization's strategic goals and objectives.
- Financial Reporting: Prepare accurate and timely financial statements, including balance sheets, income statements, and cash flow statements, to inform stakeholders and support transparency.
- Audit Coordination: Facilitate external and internal audits, ensuring that all financial records are accurate and comply with regulatory standards.
- Accounts Management: Oversee accounts payable and receivable, ensuring timely and accurate processing.
- Payroll Management: Supervise payroll functions to ensure employees are paid accurately and on time.
- Expense Management: Monitor and control expenditures to ensure they align with the budget and organizational policies.

Accountant/senior Accountant/AM Finance:

March 2019 To September 2023

National Logistic Corporation (NLC Pak Army)Torkham Border Terminal Torkham ,Chaman Border Terminal Quetta & NLC Engineering CPEC Project D I Khan KPK.

Job description:

- Prepare all books of accounts ,Prepare contingent bills,Prepare Running Account Receipt, Prepare Monthly Monitoring Report at the end of month,Prepare Cash Requisition Report for project Management, Prepare Payment Authority,Income Tax, GST & Withholding tax submission report,Preparing financial statements such as Balance sheet, Profit & Loss, Cash flow Statement, and Statement of Owner Equity & Comparative Financial Statements,Dealing of Cash in Hand or Petty cash & there management,Preparing Bank Reconciliation Statement,Entry in Oracle ERP Software R12 & NEO,Reports management in Oracle,Entry in Quick Book Software.

Management Trainee Officer Admin:

Jan 2018- Dec 2018

Khyber Pakhtunkhwa Oil and Gas Company limited(KPOGCL) Head office Peshawar

Job description:

- Handling Correspondence: Managing incoming and outgoing mail, emails, and phone calls.
- Meeting Coordination: Scheduling and organizing meetings, including preparing agendas and taking minutes
- Maintaining Office Supplies: Monitoring and ordering office supplies to ensure the office is well-stocked.
- Facility Management: Coordinating maintenance and repair of office equipment and facilities.
- Budget Management: Assisting in budget preparation and expense tracking.
- Filing and Record-Keeping: Organizing and maintaining paper and electronic files.
- Data Entry: Inputting data into spreadsheets, databases, or other systems.
- Document Preparation: Drafting, editing, and formatting documents such as reports, memos, and presentations .

Finance Officer:

Paktunkhwa Rural Support Program (PRSP) KP

Sep 2015 To Jun 2017

Job description:

- Maintain accurate and complete financial records.
- Oversee the day-to-day financial transactions including accounts payable, accounts receivable, payroll, and banking operations.
- Ensure timely and accurate processing of financial transactions.
- Assist in the preparation and management of budgets.
- Monitor and report on budget variances.
- Prepare monthly, quarterly, and annual financial reports.

Purchase officer:

Feb 2012 To Oct 2013

Medicon PharmaPeshawar KPK

Job description:

- Identify and evaluate potential suppliers, assessing their capabilities, reliability, and pricing.
- Negotiate terms and pricing with vendors to secure favorable contracts and agreements.
- Generate purchase orders, ensuring accuracy in terms of items, quantities, prices, and delivery schedules.

Reference:

1st Reference:

Director HR
NLC HQ Rawalpindi
051-9252500

2nd Reference:

Asad Shah
Chairman
Welfare & Relife Committe (WRC)
0312-9196880