

FAISAL SIDDIQUE

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OBJECTIVE

To Join an organization in which I can further improve my professional skills become a productive part of a team / work group of Administrative / Financial functions in the organization. I can contribute to the best of my ability and learn and involve both professionally and personally

Work Experience

ASSISTANT ACCOUNTANT

NAVTTTC-CoE,

Plot no 39, Kirthar road sector H-9/4 Islamabad.

(01-01-2022 to 30-12-2024)

Job Description:

- Finance and audit related jobs viz. reconciliation of Bank statements,
- Maintenance of Expenditure statements.
- Pre-Audit of bills and vouchers
- Preparation of Hostel financial records.
- Disbursing of cheques of vendors and pay of visiting faculty hired in COE under various programs.
- Collection of utility bills and their payment from various organizations residing in NAVTTC territory.
- Deduction Of Income and Sales Taxes and Preparing CPR and their payment in RTO Office Islamabad.
- Maintenance of cash books. Collection of quotations and making comparative statement for issuance of work/supply orders.
- Calculation of salaries of all visiting faculty hired by CoE according to their attendance under different projects.

Field Supervisor

Ayaan Builders, Toba Road Jhang.

(01-03-2018 to 30-11-2020)

Job Description:

- Supervised and coordinated daily on-site construction activities.
- Ensured project completion within deadlines, budget, and quality standards.
- Monitored workers, subcontractors, and material usage for efficiency.

- Enforced safety protocols and conducted daily toolbox meetings.
- Reviewed blueprints and ensured work matched technical specifications.
- Prepared daily progress reports and maintained project documentation.
- Coordinated with engineers, clients, and vendors to resolve site issues.
- Ensured compliance with construction, quality, and safety regulations.

Certification & Academic Education (Attested from HEC)

Bachelor Degree BBA (Hons) Finance

From **GCUF** (Government College University Faisalabad)

2017

(Financial Management & Accounting)

Intermediate FSC

D.Com Rachna College of Commerce

2013

Matriculation

Science from Govt Islamia High School

2009

Computer Skills

- Practical use of MS-Office (Word/Excel/PowerPoint), Internet, Outlook& Aconex
- Analysis data and generate reports from different MS Excels
- Accounting Packages **Peachtree and Tally**.

Personal Information

Date of Birth	:	1-September-1994
Marital Status	:	Married
Languages	:	English, Urdu, Punjabi
Address	:	Jhang Sadar