



M ASHFAQ HAIDER

CONTACT

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G-13 ISLAMABAD

SKILLS

- Payroll Management
- Financial Reporting & Analysis
- Budgeting & Forecasting
- Journal Entries & General Ledger Maintenance
- ERP & Financial Software Proficiency
- Advanced Excel (Formulas, PivotTables, Data Management)
- Bookkeeping & Accounts Payable
- Attention to Detail & Accuracy
- Analytical & Critical Thinking
- Time Management
- Team Collaboration

LANGUAGES

- English
- Urdu



PROFILE

Recent BBA graduate with a specialization in Accounting & Finance, backed by hands-on internship experience in core financial operations. Proficient in financial reporting, payroll support, budgeting, and data management using ERP systems and Excel. Known for strong analytical skills, attention to detail, and a proactive mindset. Eager to contribute to a results-driven finance or accounting team.



WORK EXPERIENCE

THE BOYS & CO.

April 2025 - Present

Accountant

- Collaborated with senior accountants in preparing monthly, quarterly, and annual financial statements.
- Handled daily bookkeeping activities, maintained accurate general ledgers, and assisted in account reconciliations.
- Processed vendor invoices, tracked accounts payable, and ensured timely disbursements.
- Organized and maintained financial records to support internal and external audits.
- Ensured compliance with company policies, accounting standards, and internal controls.

Telephone Indutry of Pakistan (TIP) Internship

AUG 2023 - SEP 2023

- Assisted in payroll processing for 800+ employees, ensuring accuracy in data entry and disbursement support.
- Supported the analysis of financial statements, budgets, and forecasts to evaluate business performance.
- Helped prepare journal entries, maintained supporting records, and participated in account reconciliations.
- Contributed to budget planning discussions and observed processes to identify cost-saving opportunities.
- Assisted in updating and managing financial data using ERP systems and spreadsheets under supervision.



EDUCATION

Bachelor of Business Administration (Accounting & Finance)

Comsats University Islamabad - Abbottabad Campus
Sep 2020 - Jan 2025

Higher Secondary School Certificate (HSSC)

Jinnah Jame School & College, Haripur Pakistan
Aug 2018 - May 2020