

**PERSONAL
INFORMATION**

📍 Ghosia Street A/3, Quaid-e-Azam Colony, Lakhn
Rawalpindi (46000), Punjab, Pakistan
📞 +92 315 069 9682

✉ zahid.aslam522@gmail.com

Sex Male | Date of Birth 21st January 1994 | Nationality Pakistani

EDUCATION

- 2019 – 2021 **MASTER OF ACCOUNTING & FINANCE (MAF)** www.vu.edu.pk
Virtual University of Pakistan
Subject Included:
Financial Accounting, Business Communication, Financial Management, E-Commerce, Investment Analysis & Portfolio Management, Auditing, Taxation, Marketing, Business & Labour Law, Corporate Finance, Entrepreneurship, Cost and Management Accounting
(Grade: “B”, CGPA: 2.82/4.00 as per University GPA/CGPA Scheme)
- 2013 – 2016 **BACHELOR OF COMMERCE (BCOM)** www.pu.edu.pk
University of the Punjab, Lahore (Pakistan)
Subject Included:
Fundamental of Business, Principle of Accounting, Economics, Mathematics and Statistics
(Grade: “C”, Marks: 791/1500 as per University Marks Scheme)
- 2011 – 2013 **HIGHER SECONDARY SCHOOL CERTIFICATE (HSSC)**
Civil College of Commerce & Management, Dhamial Road, Rawalpindi Cantt. (Pakistan)
(Grade: “C”, Score: 55%)
- 2009 – 2011 **SECONDARY SCHOOL CERTIFICATE (SSC)**
Quaid-I-Azam Secondary School, Dhamial Road, Rawalpindi Cantt. (Pakistan)
(Grade: “B”, Score: 69%)

WORK EXPERIENCE

- July 2021 – Present **Junior Assistant-I (Finance)**
KRL Foundation
Rawalpindi (Pakistan)
My major activities includes:-
⇒ Recording of all daily transactions in the software.
⇒ Deduction and deposit of Withholding Tax on Supplies, Rents & salaries etc.
⇒ Managing Petty cash transactions.
⇒ Maintaining record of income/outgoing document.
⇒ Reconciliations of Bank Books.
⇒ Preparation of Vouchers, (Cash, Bank).
⇒ Handling Cash + Cash book and Bank Book.
⇒ Assist in Preparation of Employee’s payrolls, Salary Sheet, Commissions and incentives of employees, EOBI maintenance.
⇒ Reconciliation of Account Payables/Payments to Vendors and Preparation of Payment.
⇒ Documentation & Filling.
⇒ Provide assistance in internal & external auditing procedures.
⇒ Any Other task assign by the management.
- May 2017 – July 2021 **Office Assistant**
Milestone College System
Rawalpindi (Pakistan)
My major activities includes:-
⇒ Handling incoming calls and other communications.
⇒ Managing filing system & recording information as needed.
⇒ Greeting clients and visitors as needed.
⇒ Updating paperwork, maintaining documents, and word processing.

PERSONAL SKILLS

Mother Tongue(s) URDU

Other Language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Interaction	Spoken Production	
English	B2	C1	B2	B2	B2
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Communication Skills

- ⇒ Good verbal communication skills as I mainly communicate with end-users for the availability of their required products, new product optimization, problems and feedback. It also includes handling telephone calls and negotiation with vendors for price and quality of products.
- ⇒ During my job I gained writing skills by writing letters and emails to departments and interconnected people.

Organizational / Managerial Skills

- ⇒ Well spoken
- ⇒ Good leadership qualities
- ⇒ Conflict resolution
- ⇒ Delegation
- ⇒ Enjoy working as a team member as well as independently

Job-Related Skills

- ⇒ Multi-tasking
- ⇒ Time Management
- ⇒ QMS Implementation
- ⇒ Book-Keeping
- ⇒ Event Management

Computer Skills

- ⇒ Good command on Microsoft Office
- ⇒ Well familiar with accounting software i.e. QuickBooks, Abuzar

ADDITIONAL INFORMATION**Interest / Hobbies**

- ⇒ Traveling
- ⇒ Fishing
- ⇒ Playing Cricket
- ⇒ Volunteering

Reference

Could Be Furnished Upon Demand.