

Nassar Ali

Current Address: Street No.16 National police Colony Rawat Islamabad.

Permanent Address: Village & Post office Dhoong. Near Doltala Tehsil Gujar Khan, District Rawalpindi,

Mobile: 0344 8586 576

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Career objective

To seek the right opportunity for a career in the organization for a hardworking individual eager to prove his capabilities. I believe I will be an asset to organization that deals with my job.

Qualification

- ❖ B.com (IT) From Punjab University Lahore in 2011. (2nd Div.)
- ❖ F.sc from B.I.S.E. Rawalpindi in 2008. (1st Div.)
- ❖ Matric from B.I.S.E. Rawalpindi in 2006. (1st Div.)
- ❖ Diploma in Computer application of 06 Month.
- ❖ Expert in MS office (word power point and excel) and typing speed is above 40 WPM.

Experience

- ❖ 2-Year and 8 months working experience in NADRA as Data Entry Executive (DEE) at BISP Gujar Khan.
- ❖ 8-Year and 2 month Worked Experience as a Regional Accountant in Pak Oman micro finance bank Ltd. in Islamabad Regional office.
- ❖ Control and checked work of 30 branches (relate to account).
- ❖ 2 Years Working Experience as Lecturers and accountant in Modern Public school (Rawalpindi).
- ❖ One year working experience in Madizan pharma as a computer operator
- ❖ One year working experience in al-Ahmadi public school and college Rawalpindi (accountant and computer operator)

Personal data

Father's Name	Muhammad Basharat
Nationality	Pakistani
CNIC	37401-2762302-5
Gender	Male
Marital Status	Married
Religion	Islam
Domicile	Punjab

Language

- Urdu
- Punjabi
- English

- Review MIS reports on daily basis (Email)
 1. DCRS/SDCRS. (Daily Cash recovery Report and summary of daily cash recovery report.)
 2. ICAA/ICAM system generated report
 3. Cash Memo
 4. Deposit Slip /Daily Reconciliation report
- Frequent visit to branches
- Work as a backup where GBO is not available
- Prepare MIS of PDC's whom I received from HO and sent it to concern branches
- Review daily recoveries along with posting system
- Doing below tasks on request of GBO/Branch
 - Retagging of CRR Books
 - Tagging of CRR Books
 - Covert entry to Permanent to Temporary
 - Rectification

Any other task which assigned Line Manager.