



UMAR SIDDIQUE

MPA (HR)
B.COM



P/O & Tehsil Takht-e-Nasrati,
Karak, Kpk, Pakistan



03018037883



umarkhattak822@gmail.com



JW5461331



02-04-1990

ABOUT ME

- To use all my skills and knowledge for the improvement, welfare, growth productivity and efficiency of both organization and myself.

EDUCATION

- MPA (HR) (MASTER IN PUBLIC ADMINISTRATION)**

GOMAL UNIVERSITY
DERA ISMAIL KHAN
(KPK) PAKISTAN

- B.COM (BACHELOR IN COMMERCE)**

GOMAL UNIVERSITY
DERA ISMAIL KHAN
(KPK) PAKISTAN

- DIC (DIPLOMA IN COMPUTER)**

H.T.PI&M STAKHT-
E-NASRATI KARAK
(KPK) PAKISTAN

- F.SC (PRE-MEDICAL)**

BISE KOHAT (KPK)
PAKISTAN

- MATRICULATION (SCIENCE GROUP)**

BISE KOHAT (KPK)
PAKISTAN

WORK EXPERIENCE

- ACCOUNTS OFFICER & HR MANAGER | FEB 2019 - TILL DATE**

D WATSON GROUP OF PHARMACIES AND CASH & CARRIES ISLAMABAD PAKISTAN

- I am Accounts Officer & HR Manager at D Watson Group of Pharmacies and Cash & Carries Islamabad Pakistan
- Providing accounting services to various clients, including financial statement and audit support. Support and manage all accounting, banking and company transactions
- Scanning, Book keeping and record of all back up files
- Preparing of monthly Petty cash books
- Prepare staff salaries and Balance sheets, profit and loss statement and other financial Reports
- Report to organization to manage and offer suggestions about resource utilization
- Finding, recruiting, screening and training job applicants and also handle employee compensation, benefits and terminations
- Handle compliance with certain standard such as equal employment opportunities
- Coordinating all administrative activities related to an organization and personnel

- AREA FIELD OFFICER | MAR 2016 - FEB 2018**

APEX CONSULTING PAKISTAN

- I was an Area Field Officer at Apex Consulting Pakistan
- Assigning of Project and discussing with Zonal Field Officer every day
- I was responsible to make field visits and ensuring project endeavors are successful
- Marking of payments, cheques and petty cash of all project staff
- Report every week to Project Directors

- ACCOUNTS OFFICER | SEP 2015 - NOV 2017**

AL-QAMAR PUBLIC SCHOOL AND COLLEGE T/NASRATI KARAK KPK PAKISTAN

- I was an Accountant at A L - Qamar Public School and College Karak Kpk Pakistan performing the following functions
- Maintain the school accounting records, fees ledger, creditor's ledger and nominal ledger accurately and in accordance with agreed timescales and procedures
- Process childcare voucher receipts and respond to parent queries
- Receipts and reconciliation of fee payments
- Sustained record and petty cash of all the school events
- Prepare of Daily reports and checked with banks and statement
- Prepare staff salaries, expenses, Final settlements, petty cash expenses of all staff
- Manage overall accounting procedure

SKILLS

MS Office (WORD, EXCEL,
POWERPOINT, OUTLOOK)

Leadership Skills

Windows Hardware & Software

Staff Training & Development

Internet, Emailing

Expert in Advance Excel

Target Oriented & Problems

Solving abilities

Time Management, Risk Management

Attention to Details

LANGUAGES

English

Urdu

Pashtu

CASHIER | MAR 2012 - JUN 2013

ALLIED BANK LTD(KARAK BRANCH)KPK PAKISTAN

- I was an Cashier at Allied Bank Ltd Karak Kpk Pakistan
- I skillfully process various financial transactions, including customer deposits, withdrawals and ensuring each transaction is conducted precisely and accurately for customer satisfaction
- To maintain the record of everyday transactions for the client & provides face to face services in banks and handles customers concerns and complaints
- Reconciling of return cheques, debit card & credit card pin management
- Pre Auditing of Banks transactions of all cash, cheques and pays order in and out
- Transfer of all kinds of inward & outward payments
- Receiving cash deposit and cheque payments
- Verification and processing of all utility bills. Verifying and processing of petty cash and expense claims