

Resume

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Afsar ALI

OBJECTIVES:

A Challenging Position that will enable me to contribute to the Organization goals availing an opportunity for growth and advancement.

PERSONAL INFORMATION:

✚ Father's Name : GUL ZADA
✚ Date of Birth : 16th Feb, 1992
✚ CNIC No. : 16101-3481654-9
✚ Domicile : Mardan
✚ Nationality : Pakistani
✚ Religion : Islam
✚ Gender : Male
✚ Marital Status : Single
✚ Address : Katlang Road Shankar Village Kodinaka Mardan
P/O: Teh: & Distt: Mardan
Khyber Pukhtun Khwa Pakistan.

ACADEMIC QUALIFICATION:

S.No	Certificate/Degree	Year	Marks/CGPA	Board/University
01	M.Com	2016	880/1400	<i>Abdul Wali Khan University Mardan</i>
02	B.Com	2014	907/1400	<i>Abdul Wali Khan University Mardan</i>
03	DBA	2012	962/1400	<i>KPK Board Of Technical Education Peshawar</i>
04	S.Sc	2009	668/1050	<i>Board of Intermediate & Secondary Education Mardan</i>
05	DIT	2013	1129/1400	<i>TTB Trade Testing Board Peshawar</i>

■ ■ COMPUTER SKILLS:

- ✦ *Introduction of computer*
- ✦ *MS Office , Graphics Designing & Computer Hardware*
- ✦ *Excellent in operating system and Internet Explore*
- ✦ *Peachtree*
- ✦ *Tally9*
- ✦ *Excellent Usage of Microsoft Dynamics AX*

■ ■ EXPERIENCE:

- ✦ *I worked as an administrator at Sunihra Enterprises.*
- ✦ *For the Past two years (Nov-2016 to Nov-2018) was providing services As Assistant Accountant in Al Bawani Co.Ltd Saudia Arabia.*

■ ■ Duties & Responsibilities::

- ✦ *Receive MR & provide Quotation to Supplier*
- ✦ *Receive, Verify and process all orders.*
- ✦ *Prepare Packing lists & Delivery Notes.*
- ✦ *Maintain Delivery Notes Summary & Prepare invoices.*
- ✦ *Keeping accounts of Customers Account (Debtors)*
- ✦ *Keeping accounts of Suppliers Account (Creditors)*
- ✦ *Creating PO , revising PO as per the requirements in the Dynamic AX*
- ✦ *Checking, reviewing of all transaction, and providing updates to all Projects.*

■ ■ LANGUAGES:

- ✦ *English*
- ✦ *Arabic*
- ✦ *Urdu*
- ✦ *Pushto*