



Irfan Ullah

Accountant and Finance Manager

Summary

Looking forward a company in which to obtain a position where my skills and experience can be utilized to drive success and achieve organizational objectives.

Experience

❖ Internship at ISMMART Group of Industries

Being the internee of multinational company I performed multiple tasks like (Accounting, Cashier, Management, Marketing, Sales and Financial Position of the Company.

16/Jul/2023 – 17/Aug/2023

❖ Internship at National Bank of Pakistan.

Internship at National Bank of Pakistan UC Malakand Branch 1990.

23/Aug/ 2023 – 18/Oct/2023

- Record keeping and maintenance of all records.
- Clearing and Transferring of Cheques.
- Issuance of SDRs & Banker Cheques.
- Customer dealing, Telephone Etiquettes, Relationship & Communication.
- Operations & Coordination inside financial institutions.

Education

BS Commerce (Finance)

4 years BS Commerce Specialization in Finance

Final grade: CGPA 3.44/4

Field(s) of study: Commerce (Accounting & Finance)

University of Malakand

10/Oct/2019 – 3/Aug/2023

<https://www.uom.edu.pk>

FSC (Pre-Medical)

Intermediate Examination (Fsc Pre-Med)

AQ Khan Model Collage TMR

BISE Malakand Dir Lower

August /2017 – July/ 2019

Certifications

☆ Diploma in Restaurant Management.

(Prime Minister's Hunarmand Program Pakistan (NAV TTC) Batch-II from University of Malakand).

☆ Quick Book.

(Digiskill.pk in Batch-4)

☆ Financial Literacy Training Program.

(State Bank of Pakistan)

☆ MS Word.

(One Month Online Course)

☆ How to Create Wealth through Personal Financial Mgt.

(Haryana Commerce and Management Association)

☆ Volunteer Certificate.

(Shaukat Khanum Memorial Cancer Hospital & Research Centre, Peshawar)

☆ Many more Certificates in different Events.

Contact

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DOB: 01/Aug/2000

Visa: Visit Visa

Nationality: Pakistani

Marital Status: Single

Address: AL Satwa
Dubai UAE

Skills

- Computer Skills
- Excel & MS Office
- Quick Book
- Management Skills
- Team work
- Data Collection
- Analytical
- Problem Solving
- Communication
- Time Management

Language

- ✓ English ■■■■
- ✓ Urdu ■■■■
- ✓ Pashto ■■■■
- ✓ Punjabi ■■■
- ✓ Arabic ■

Hobbies

- Learning
- Walking
- Exercising
- Optimism
- Volunteering
- Reading