



# NAFEES ASGHAR

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Gulshan Abad Rawalpindi

## Skills

Standards of accounting,  
Knowledge of regulatory  
standards, General business  
knowledge

Software proficiency, Data  
analysis, Attention to detail

Effective communication Critical  
thinking Problem-solving  
Prioritizing Service orientation

IT Skills. MS Excel. Access, TALLY,  
QUICKBOOK

## Personal Details

Date of Birth : 11/03/1990

Marital Status : Married

Nationality : Pakistani

## Objective

To obtain an Accountant position by adding value through utilizing my superior knowledge, prospecting and calculation abilities in the business.

## Experience

- Shaheen Chemist** -  
Accountant  
3 years working experience as an Accountant in Shaheen Chemist
- Roze News Channel** -  
Accountant  
3 years working experience as an Accountant

## Education

- Mohi-ud-din Islamia college** 2009-2011  
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- Mohi-ud-din Islamic University** 2011-2013  
BBA
- Mohi-ud-din Islamic University** 2014-2018  
MBA

## JOB DESCRIPTION:

- Prepare asset, liability, and capital account entries by compiling and analyzing account information

Document financial transactions by entering account information

Recommend financial actions by analyzing accounting options

- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports

Substantiate financial transactions by auditing documents

Maintain accounting controls by preparing and recommending policies and procedures

- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance
- Plan, assign, and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Communicate effectively with clients
- Contribute to a strong client relationship through positive interactions with client personnel

#### **IT SKILLS**

- MS Excel
- MS Word
- MS Access
- TALLY
- Quickbook