



ASFANDYAR KHAN

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Nowshera

OBJECTIVE

To attain a growth oriented position where my abilities, education, and potential can be most productively utilized towards achievements of company and my personal goals.

AREA OF SPECIALIZATION

Accountancy and finance,
Banking and Finance,

QUALIFICATION

| S# | Degree | Institution/University |
|----|---|---|
| 1 | SSC (Science Group) | Board of Intermediate and secondary Education Mardan. |
| 2 | D.Com (Diploma in commerce) | Board of Technical Education Peshawar. |
| 3 | B.com (Bachelor Of Commerce) | Abdul Wali Khan University Mardan. |
| 4 | M.com (Master of Commerce) | Peshawar University |

EXPERIENCE SILK BANK PVT LTD

MAR-2023- PRESENT

Customer Service Officer

- To provide high quality customer service while dealing in all branch banking transaction in accordance with the policies and procedures implemented by Silk Bank Ltd and State Bank of Pakistan.

Key Accountabilities:

- Handle Cash related transactions which include Cash receipts, Payments, Exchange of Denominations, Credit Card Payments, Fee Payments, Cash Advances, Cash Sorting and Utility Bills Receipts as per Bank's policies and procedures
- Handle Account Transfers, GL FTs, issue bankers cheque and related transactions as per Bank's policies and procedures.
- ATM Replenishment and

EXPERIENCE RAVI EXCHANGE COMPANY (PVT) LTD(WESTERN UNION) WU

Branch Manager / Branch Incharge Peshawar,

- responsibilities of the position require to

- Answer customers' questions, and provide information on procedures or policies.
- Maintain awareness of fake currency notes, both local and foreign.
- Compute and record totals of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Must have adequate speed in cash counting and recognizing fake currency
- Tabulate bills using calculators and cash registers.
- Issue receipts or change due to customers
- Every transaction voucher must be stamped and signed by the authorized officer.
- All vouchers must be signed by the customers.
- Sort and count currency and coins.
- Carefully and accurately handle currency deposit and withdrawals from banks.
- Calculate totals, received and paid during a time period, and reconcile this with total Transactions.
- Obtain confirmation by the concerned officer for every inward/outward remittance dealing.
- Double check the currency counts for every transaction conducted.

EXPERIENCE “DILROZ KHAN & CO, CHARTERED ACCOUNTANTS”

- From the last two year I am getting experience with “**Dilroz Khan & Co, Chartered Accountants**” F.C. Trust Building, Sunehri Masjid Road Peshawar, as “Audit inspection team member”. In this period of time I have performed different audits of different companies. I have experienced in book keeping and maintaining other financial records and reports.

Preparation of Books of Accounts and Audit of

- Private Limited companies
 - Hydro Tech Pak (Pvt) LTD
 - Prime star Industries (Pvt) limited
 - Ishaq Engineering Industries (PVT) LTD
 - Chief Burger
 - Karapa Flour Mill (PVT) LTD
 - New Orakzai Flour Mill
 - Women Hospital Lubana Hassan
 - Ziscom Industries (PVT) LTD

EXPERIENCE NIDRAR AHMAD & CO (PUBLIC CORPORATE ACCOUNTANT)

NIDRAR AHMAD & CO (Public Corporate Accountants)

- Compile and analyze financial information to prepare entries to accounts, such as journal and Ledger and Trial Balance.
- Preparing accounting/operational vouchers covering all financial transactions

- Preparing monthly CASH reconciliation and those required for accounts payable and accounts receivable, and reporting on same to management.
- Patty Cash Management.
- Bookkeeping.
- Expense Schedule for detail analysis.
- Knowledge and Experience of Handling Cash.
- Preparing fixed Assets and Liabilities.
- Preparing Payroll Accounts.

ACHIEVEMENT

- First division throughout academic career.

OTHER SKILLS

- Computer skill especially in MS Office.
- Quick Book & Tally
- Cashier
- Knowledge of Account Payable & Receivable
- Web Animation and Graphics (Web Designing).
- Ability to perform effectively in teams.
- Communication and Presentation Skills.

LANGUAGE DETAILS

| Language | Read | Write | Speak |
|----------|----------|----------|----------|
| English | Fluent | Fluent | Fluent |
| Urdu | Advanced | Advanced | Advanced |
| Pashto | Fluent | Fluent | Fluent |

PERSONAL PROFILE

- Fathers' Name Syed Muhammad Sheheryar
- Date of Birth April 4, 1993
- Domicile Nowhere
- NIC No 17201-8050861-7
- Passport No DW4148611
- Nationality PAKISTANI
- Status Single

INTEREST

- Playing Cricket.
- Painting, Gardening, Web Surfing etc.

REFERENCE

- Will be furnished on Deman

