



# TAHIR ALI

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## CAREER OBJECTIVE

To join such a company where I am expected to achieve goals set by my employer and opportunities of career advancements and enhances my performance skills in a professional environment and to pursue productive career.

## PERSONAL SKILLS

### Computer Skill:

- Knowledge of Tally ERP Software.
- Competent with most Microsoft Office programs (Excel, Word, and Outlook).
- Internet Operations & E-mail handling.
- Corel Draw, Adobe Photoshop, Windows experience with Internet.

### Other Skill:

- Financial reporting.
- Prepare financial statement, including monthly and annual accounts.
- Due diligence reviews and report.
- An organized and methodical approach to working.
- The ability to concentrate on one task for long periods of time.
- The ability to learn quickly and adapt to (often complex) in-house systems.

## SUMMARY

- Self-motivated, work with ethic and determination to complete task in timely manner.
- Accurate and detail oriented with extensive book keeping and clerical knowledge.
- A verifiable record of accurate book Keeping and skill working with customers, vendor and management.

## Work history

### BSO AT EFU LIFE ASSURANCE LTD Pakistan JAN 2020-

- Building and maintain business relationships with clients.
- Discussing and assessing clients' current and future insurance needs.
- Negotiating policy term and cost with insurance providers.
- Collecting insurance premiums.
- Advising clients on making claims on their policies.
- Undertaking general administrative duties.
- Marketing services.

### Accountant ..... June 2014 - Feb 2018

### Swat Polytechnic Institute Swat Pakistan

- Managing accounts, income, expenses, cash book and ledger book.
- Preparation of manual and computerized accounting of the college.
- Produce error-free payroll functions for organization.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Prepare and submit weekly/monthly reports.
- Enter student's payments into System on daily basis.
- Develop report to detail and past due accounts for senior management.

## Education

2009-2012 Master of Business (MBA) Finance (2.73 CGPA)  
Federal Urdu University of Arts Science and Technology Pakistan.

2006-2008 Bachelor Of Science (BSC) (53.2%)  
Malakand University Chakdara KPK Pakistan.

2004-2006 Higher Secondary School Certificate (64.4%)  
Board of Intermediate and Secondary Education Saidu Sharif Swat.

2003-2004 Secondary School Certificate (69.4)  
Board of Intermediate and Secondary Education Saidu Sharif Swat.

Language: English / Urdu / Pashto.

Driving License: Motor Car / Jeep Only. (Pakistan)