



ATTA ULLAH MUJAHID

ACCOUNTANT

Contact

Phone

054-2870762

Email

Attallahmujahid6@gmail.com

Expertise

- Accounting
- Auditing
- Communications Skills
- Computer Skills
- Team Management

Language

English ☐

Urdu ☐

Pashto ☐

Visa Status

Visit Visa valid up to
Feb 8, 2023

About Me

A proactive and fast learning individual seeking the opportunity for professional experience that will allow me to develop and expand my ability, knowledge, skills, and experience to help the company achieve business goals while sticking to the vision, mission, and values of the organization.

Experience

Audit Associate

Faheem Ilyas & Co (Chartered Certified Accountant)

Oct 2020 - Oct 2021

My expertise included:

- Data collection from clients, recording manual data using Microsoft Excel.
- Clients database management.
- Timely consultation with tax return clients.
- Preparing tax returns and ensuring that taxes are paid properly and on time.
- Preparing and maintaining important financial reports.
- Managing income and expenditure accounts.
- Receive and process invoices and billing statements.

Intern

Khyber Pakhtunkhwa Oil & Gas Company Limited

19 Aug 2019 - 17 Oct 2019

My expertise included:

- Assistant to Finance manager, addressing routine and special requirements.
- Prepare written reports for delivery to senior-level managers.
- Working with bookkeeping software.
- Assisting with research, filing, data entry, recording and maintaining accurate and complete financial records.

Education

Master of Science in Management Sciences

City University of Science and Information Technology Peshawar

Sep 2020 - Aug 2022

Master of Commerce

University of Peshawar

Nov 2017 - Dec 2019

Bachelor of Commerce

University of Peshawar

Sep 2015 - Oct 2017

Diploma in Information Technology

Khyber Pakhtunkhwa Board of Technical Education Peshawar

Sep 2015 - Sep 2016

F.sc (Pre-Engineering)

Board of Intermediate & Secondary Education Peshawar

Sep 2012 - Dec 2014

Matriculation

Board of Intermediate and Secondary Education Kohat

2012