

Noor Rahman

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I am a highly motivated and a creative person who is able to work both independently and as collaborative team member. I am looking for a challenging environment that gives me a chance to prove my technical, intellectual managerial abilities & polishes my skills. I would have a great honor to work for a company that has vision and mission for whom I can meet the challenges, reach the organization goals and contribute to its growth & success.

WORK EXPERIENCE

July 2023 – Current	UK Tax Manager	<i>Wilsden Solution Limited (UK)</i>	Islamabad (Pakistan)
<ul style="list-style-type: none">▪ Bookkeeping of UK Companies.▪ Accounts Making for Individuals business.▪ Accounts Making for Companies.▪ UK Taxation of Individual (Self-Employment/Employment).▪ UK Companies Corporate Tax (CT600).▪ Profit/Loss analysis making of quarter and annual bases.▪ Software's: Xero, VT, Free agent, Sage50, QuickBooks, MS Excel, Taxfiler and TaxCalc.			
Jul 2021 – Mar 2023	Finance Manager	<i>Tribal Battery</i>	Peshawar (Pakistan)
<ul style="list-style-type: none">▪ Maintaining proper budget for Purchasing.▪ Maintaining proper budget for Expenses.▪ Reconciliations of Supplier Ledger & Bank statements.▪ Physical Audit of all Branches.▪ Stock Evaluation of all Branches.▪ Costing / Cost Evaluation of new stock.▪ Monthly Payroll Making.▪ Prepared documents for Company Project Presentation.▪ Quarter closing of all Branches.			
Nov 2019 – Jun 2021	Accounts Manager	<i>Tribal Battery</i>	Peshawar (Pakistan)
<ul style="list-style-type: none">▪ Purchases Invoice Generation.▪ Sales Invoice Generation.▪ Cash Flow Maintaining.▪ Cash Deposit into Banks.▪ Payment making to Suppliers.▪ Dealing with Customers.▪ Financial Statement making on daily base.▪ Daily based Profit analysis report making and sharing with seniors.			

Feb 2016 – Aug 2019	Accountant	<i>Ingro Micro</i>	Peshawar (Pakistan)
<ul style="list-style-type: none"> ▪ Purchases Invoice Generation. ▪ Sales Invoice Generation. ▪ Payroll making. ▪ Cash Flow Maintaining. ▪ Quotations making for Govt tenders. ▪ Financial Statement making on daily base. ▪ Daily based Profit analysis report making and sharing with seniors. 			
Dec 2011 – Feb 2013	Accountant	<i>Marhaba CNG Station</i>	Peshawar (Pakistan)
<ul style="list-style-type: none"> ▪ Sales Recording. ▪ Expenses Recording. ▪ Cash deposit into bank. ▪ Financial Statement making on quarter base. 			

EDUCATION

2023	Project Management	Google E-Course By Coursera	
Fundamentals of Project Management, Project initiation, Project Planning, Project Execution, Agile Project Management and Applying Project Management.			
2016	Master of Commerce	City University of Science & IT (Peshawar, Pakistan)	
Advance Financial Accounting, Managerial Accounting, Financial Management, Managerial Economics, Statistic, Principles of Management, HRM, Principles of Marketing, Quantitative Techniques in Business, Financial Institute & Capital Market, Organization Behavior, Project Management, Audit, Banking, Islamic Banking, E-Commerce, Entrepreneurship, Strategic Management, Corporate law, and Corporate Governance.			
2014	Bachelor of Commerce	University Of Peshawar (Peshawar, Pakistan)	
Managerial Accounting, Cost Accounting, Economics, Statistic, Management, HRM, Marketing, Audit, Banking, Information Technology.			
2012	Diploma of Commerce	Board Of Technical Education (Peshawar, Pakistan)	
Financial Accounting, Banking, Commerce, Math's, Fundamental Accounting etc.			
2010	Secondary School Certificate	Peshawar Board {BISEP}	(Peshawar, Pakistan)
Science Subject: Math's, Biology, Chemistry and Physics.			

RELEVANT SKILLS

- **Computer skills:** Microsoft Office, MS Excel (Advance), Quick Book, Peach tree, Tally, Xero, Taxfiler, TaxCalc, VT, Free Agent.
- **Technical:** Accounting, Finance, Budgeting, Bookkeeping, UK Bookkeeping, Payroll, UK Payroll, Taxation, UK Taxation and Project Management.
- **Experienced using:** Trello, Workplace etc.
- **Professional/Social:** Teamwork, Project Management, Communication, Leadership, Organization, Problem-solving, Volunteering, Social Working.
- **Languages:** Native Language, Pashto (Fluent), Urdu (Fluent), English (Intermediate).

ACHIEVEMENT

- **Educational:**
 - i) Gold Medalist in Master of Commerce (M.Com) from City University (Cusit).
 - ii) Position Holder All time in Study Life.
- **Volunteer:**
 - i) Best Volunteer Award from Youth Clean Welfare Organization.
 - ii) Active Volunteer Award from Local Government Peshawar.
 - iii) Best Team Leader Award from Food Safety and Halal Food Authority.
- **Member:**
 - i) Show Me Peshawar (Founder) Peshawar, Pakistan.
 - ii) Global Shaper Community **World Economic Forum**
 - iii) GlobeTorch (Founding Member) Peshawar, Pakistan.
 - iv) Helping Youth Pakistan (Founding Member) Peshawar, Pakistan.
 - v) DC Volunteer Task Force Peshawar, Pakistan.
 - vi) Social Impact Peshawar, Pakistan.
 - vii) World Smile Forum **Embassy of Poland**, Pakistan
 - viii) Comprehensive Disaster Response Services **USA** Organization
 - ix) United Nation Development Program (UNDP) Peshawar, Pakistan.
 - x) Youth Clean Welfare Organization Peshawar, Pakistan.
 - xi) National Youth Assembly Peshawar, Pakistan.
 - xii) Food Safety Volunteer Peshawar, Pakistan.
 - xiii) Tour Da Pekhawar (Tour Guide) Peshawar, Pakistan.

PROFESSIONAL CERTIFICATIONS

2024	Xero – Advisor	Official Certified from Xero
2024	Xero – Payroll	Official Certified from Xero
2014	Quick Book	Skill Devolvment Council Pakistan
2014	Peach Tree	Skill Devolvment Council Pakistan
2014	Tally	Skill Devolvment Council Pakistan
2014	Microsoft Office	Skill Devolvment Council Pakistan

REFERENCES

1. Mr. Yasir Raza

General Manager Peshawar Branch (**Exide Pakistan**)

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2. Mr. Shafeeq Gigyani

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3. Mr. Muhammad Fariq

National Project Officer (**International Organization for Migration –UN- IOM**)

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