

# Haris Ali Sher

Peshawar

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## Work Experience

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### **Sales Manager**

Ceelife - Rawalpindi

Present

- Achieving growth and hitting sales targets by successfully managing the sales team
- Designing and implementing a strategic sales plan that expands company's customer base and ensure it's strong presence
- Managing recruiting, objectives setting, coaching and performance monitoring of sales representatives

### **Internee Cash Officer**

Habib Bank Limited - Peshawar

2021 to 2021

- Preparation of all cash related statements required by SBP and Head Office.
- Cash receipt payment / sorting / posting.
- Posting of Inward and Outward Clearing Cheques
- Preparation of Drafts, Pay Orders etc.
- Balance the cash at the end of the day.

### **Data Entry Operator**

MicroMerger (Pvt.) Ltd - Peshawar

2020 to 2021

Compiling Data

Punching Data in ERP

Verifying Data

Using Excel For Dublication Of Data

### **Accountant**

House Of Khyber Electric Lamp Mfg. Co. - Peshawar

2017 to 2019

Maintain company ledgers and daily financial transactions. Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders. Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them

Preparing monthly financial statement.

Handling Payroll.

Writing up accurate and timely financial reports.

### **Accounts Executive**

Vital group of companies - Peshawar

2015 to 2017

Preparing Daily Accounts  
Making Daily Vouchers CPV CRV  
Using Cashbook For Verification  
Punching Daily Basis Data In Quickbook

## Education

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### **B.Com**

UNIVERSITY OF PESHAWAR - Peshawar

### **High School in D.com**

MUSLIM COMMERCE COLLEGE OF SCIENCE & MANAGEMENT - Peshawar

### **Intermediate in Matric In Arts**

Scholars Islamic Public School - Abbottabad

## Skills

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- MS Excel
- ERP
- Quickbook
- Handling Payroll
- Critical Thinking
- Management

## Languages

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- Urdu - Expert
- English - Fluent
- Pashto - Expert
- Hindko - Fluent

## Certifications and Licenses

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### **Prevention of sexual exploitation and abuse (PSEA) UNICEF**

Present

### **Awareness Raising session on legal rights & responsibilities under (EITBAR) SRSP**

Present

### **Bancassurance consultant foundation training course conducted by EFU Life**

Present