



PARISA FADAYEE

FINANCE ACCOUNTANT

PROFILE

Finance responsible with about 3 years of experience in finance, working in two different NGOs and a financial consulting company also working as AP responsible in Huawei international Afghanistan, skilled at communicating with colleagues and co-workers. Excellent written and oral communication skills.

CONTACT

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ADDRESS:
Kart-e-se, Pol-e-sorkh, Kabul

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EDUCATION

Kabul University

Finance and Banking, Economics Faculty
2017 -2021

Rukhshana High School

2005 - 2016
GPA: 95.65%

WORK EXPERIENCE

Fanoos Accounting Services (Business Consulting Officer)

2/2021-Present

- Assist the line manager with Proposal Writing
- Making Quotations
- A/R and A/P Managing
- Coordinating with Clients for Scheduling
- Assisting with QuickBooks Accounting Software Implementation for the clients
- Clients Tax files and Fillings.

International; Huawei Technologies Afghanistan Co. LTD (Account Payable responsible)

11/2020–2/2021

- Receiving Qualified invoices of Suppliers
- Checking for compliance and completeness
- Processing AP scenarios via ERP Huawei for approvals
- Processing all Payments through Bank

PTRO (PEACE TRAINING AND RESEARCH ORGANIZATION) Finance Officer

04/2019–11/2020

- Preparing vouchers (CPV, CRV, BPV, BRV, JV)
- Managing records and receipts
- Reconciling daily, monthly and yearly transactions
- Quick Book entry and book keeping
- Bank Reconciliations
- Salary Sheets and Tax calculations
- Salary and other tax calculations and filling tax forms.
- Preparing monthly financial reports
- Preparing monthly budget for provincial offices according to program activities and admin cost
- Dealing with provincial finance assistants regarding monthly expense submitting
- Checking monthly budget variance and submitting finalized hard documents to donor.

AYGO (AFGHANISTAN YOUNG GREENS ORGANIZATION) Finance Intern-Part Time

12/2018–03/2019

- Preparing vouchers and hard-copy documents
- Recording expenses in bank and cash books
- Preparing daily reports and preparing first draft of monthly reports.

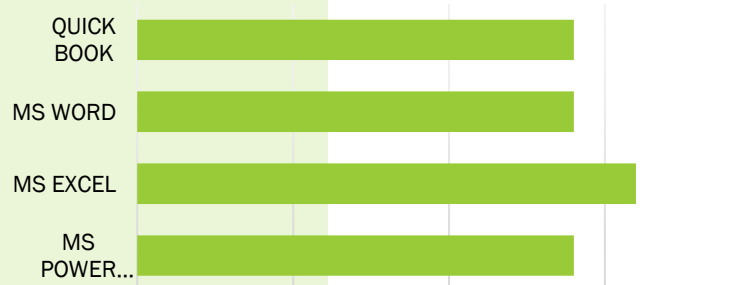
BECC (BRIGHT EDUCATIONAL AND CULTURAL CENTER) Program Coordinator and Instructor
1/2016–12/2018

- Coordinating Cultural Programs taken by the center
- Teaching English Languages Beginner to Intermediate
- Staff Salary Calculation and Payment

TRAINING AND CERTIFICATIONS

- Financial Accounting Training, CBA (Center of Business Studies)
- ACCA, Managerial Accounting, F2, CBA (Center of Business Studies)
- Certificate of Quick Books Training, Fanoos Accounting Services.
- Certificate of Financial Accounting Training, ASMU Afghanistan Steel Mills Union.
- Certificate of Event Coordinator, Fanoos Accounting Services.
- Financial Accounting Cycle Training, Fanoos Accounting Services.
- DEL, English Language Diploma, Bright Educational and Cultural Center.
- CEL, Certificate in English Language, House of Knowledge
- Computer Course Certified, UN-Habitat
- Certified from Tashabos Organization, NED (National Endowment for Democracy)

SKILLS



REFERENCES

- **Habibullah Sameer, Finance Manager PTRO**
Finance@ptro.org.af
+93729844583
- **Mohammad Shafaq, Deputy Director AYGO**
Director@ayg-af.org
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- **Mohammad Aman Ahmadi, CEO at Fanoos Accounting Services**
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