

Jalal Shaukat

📍 Islamabad, Pakistan

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🔗 [LinkedIn Profile](#)

🕒 Notice Period: Immediate

🎓 Bachelor of Science in Computer Science



Career Objective

Motivated and detail-oriented professional with a background in Computer Science and experience in IT operations and accounting. Seeking a challenging position where I can contribute to organizational success through my technical knowledge, analytical skills, and dedication to continuous improvement.



Professional Experience

Arrow Technology (Pvt.) Ltd, Islamabad, Pakistan

Accountant Manager | *January 2021 – Present*

- Prepare and analyze financial statements, including balance sheets and profit and loss reports.
- Manage and audit financial records and transactions to ensure compliance with policies.
- Provide technical support on financial planning and forecasting.
- Oversee internal controls, budgeting, and financial audits.
- Supervise accounting staff, delegate responsibilities, and support month-end/year-end close processes.
- Ensure database backups and secure financial information.
- Maintain strong communication and relationships with clients and stakeholders.

KBWS, Islamabad, Pakistan

Computer Operator | *January 2020 – January 2021*

- Monitored and maintained computer systems, networks, and related hardware.
 - Installed and configured software, hardware, and peripheral equipment.
 - Troubleshoot technical issues and performed routine maintenance.
 - Implemented security procedures and backup/recovery plans.
 - Collaborated with IT teams to improve systems performance and efficiency.
 - Provided user support and training on hardware/software usage.
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Education

Bachelor's in Computer Science (2 Years)

University of Swabi, Peshawar, Pakistan | 2019 – 2021

Diploma in Information Technology (DIT)

Royals Computer Academy, Swabi, Pakistan | 2019 – 2020

Skills

Technical & Accounting Skills:

- Financial reporting, budgeting, and forecasting
- Accounting software & systems (GAAP, IFRS, etc.)
- Data analysis and problem-solving
- MS Excel & Microsoft Office Suite
- IT systems operations, network troubleshooting
- Database backups, system monitoring

Soft Skills:

- Critical thinking and decision-making
- Communication (verbal and written)
- Time management and multitasking
- Team leadership and collaboration
- Self-motivated and quick learner
- Adaptability under pressure

Languages:

- English, Urdu and Pashto

Personal Information

- **Date of Birth:** 30 May 2001
- **Marital Status:** Unmarried
- **Nationality:** Pakistani
- **Religion:** Islam

References

Available upon request.