

SHOAIB AHMAD

Mobile+Whatsapp:

Total Experience 6 Years

UAE: +971-0568172087

Visit Visa Expired 6 March 2024

Email: shoaibahmad05@gmail.com



Application for the Accounts /Finance /Administration Position

Career Objective: -

Looking for a challenging career in any professional or reputed organization. My self-enthusiastic and energetic individual strengthened to take up all responsibility for the task assigned and complete it with the quality expected within the target constraints.

PROFESSIONAL Skills

- Accounts Payable/Receivable
 - Taxations
 - Bank Reconciliation
 - Vendor Management
 - Purchasing
 - Inventory Management
 - Cash Flows
 - Payrolls
 - Recruiting
 - Meetings
 - VAT
 - Project Accounting
 - Strong communication skills
 - Costing
 - Office Management
 - Hiring
 - Administration
 - Leadership
 - Sales
 - Invoicing
 - Cash Management
 - Financial Statements & Reporting
- **Software Expertise**
- SAP
 - Tally
 - MS Office
 - Net Browsing
 - XPERT IBM
 - AFROZ ACCOUNTING

PROFESSIONAL EXPERIENCE

AVALON ENCLAVE PVT LTD (Islamabad)

Industry: Real Estate and Construction builders

Designation: Senior Accountant

Software: SHE Technology

Employer: Hassan Hameedi

Duration: Jan 2023 to 31 Dec 2023

Contact number: 0313-4245432

RESPONSIBILITIES: -

- Prepare financial statements
- Process sales and purchase invoices.
- Withholding Tax Deduction.
- Checking vendor's payments and updating ledgers.
- Making Cash flows balance sheet
- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions, and calculate tax.

KHURRAM PROPERTY & BUILDERS PVT LTD (Islamabad)

Industry: Real Estate and Construction builders

Designation: Assistant Accounts & Finance Manager (4 projects)

Software: SAP Accounting

Employer: Khurram Latif

Duration: 5, Nov 2020 to 5, Dec 2022

Contact number: 0334-8288089

RESPONSIBILITIES: -

- Update financial spreadsheets with daily Transactions
- Track and Reconcile bank statements
- Withholding Tax deduction
- Checking vendor's payments and ledgers.
- Making Cash flows.
- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions, and calculate tax Records accounts payable and receivable



FIMM DIGITAL TRANSFORMATION

Industry: IT SERVICES (UAE Based)

Designation: Admin Manager /Accounts Manager

Employer: Faisal Shahzad

Duration: 2 Feb 2019 to 30 Sep 2020

Contact: +97156644070

RESPONSIBILITIES: -

- Team Management
- Decision making
- Monitor day to day office Operations within the Company payrolls, invoicing and other transactions
- Hiring of employees
- Purchase Management
- Vendor Management

HYSEN ENGINEERING PVT LTD

Industry: : Manufacturing (Chinese project)

Designation: Finance Manager

Employer: MA LIN

Duration: 17th July 2017 to 2 Jan 2019

Contact: 021-35090901

RESPONSIBILITIES: -

- Checking vendor's payments and updating ledgers
- Update Payable & Receivable ledgers
- Process Payrolls
- Calculate Profit & loss
- Cash flows & Balance sheet
- Bank Reconciliation

Levi's Strauss Pakistan

Designation: Acting Store Manager/Cashier

Employer: Levi's Strauss Pakistan

Duration: 1st Dec 2016 to 17th July 2017

Contact: 02134965905

RESPONSIBILITIES: -

- Daly cash management
- Cash Receiving and balance and update ledger
- Cash depositing and Reconciliation
- Cash collecting from customers through the POS system and maintaining the daily cash
- Customers Relationship
- Customers Queries
- Decision Making
- Team Management
- Leadership

EDUCATIONAL QUALIFICATION

- M.com: Master of Commerce
- Islamiya University Bahawalpur, Pakistan 2012-2014
- B. Com: Bachelor of Commerce 2008-2010
- Islamiya University Bahawalpur, Pakistan
- I.Com: Intermediate of Commerce
- Punjab College Bahawalpur, Pakistan 2006-2008
- Metric 2004-2006
- National Garrison Cadet School Rahim Yar Khan, Pakistan

FimM
Digital Transformation



Levi's

