

HUMAD AHMED



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📍 Building 22 Al Raffa Mankhool Dubai

SKILLS

Financial Management

Book Keeping

Office Administration

Data Analysis

Knowledge About (GAAP)

Record Maintenance

Calendaring

Cash Handling

Front Office Management

Secretarial And Admin Support

Interpersonal Communication skills

Confidentiality

Adaptive

Phone Etiquettes

Customer Service Support

LANGUAGES

English

Urdu

Sindhi

Punjabi

EXPERIENCE

Assistant Accountant and Admin

01/2014 - 03/2017

Gemnet Enterprises Solutions

Assisted in the preparation and maintenance of financial records.

Prepared and edited reports, presentations, and other business documents as required.

Contributed to the month-end close process by reviewing and analyzing various financial statements, ensuring accuracy and compliance with accounting principles.

Prepared accurate and timely financial reports and assisted in the preparation of budgets and financial forecasts

Assisted in the coordination of annual audits, preparing required documentation and supporting schedules.

Administrator

04/2019 - 03/2022

Fateh Group

Oversaw and managed daily administrative tasks including answering calls, responding emails, and handling correspondence.

Assisted in scheduling meetings, coordinating travel arrangements, and managing calendars for senior executives.

Managed office supplies inventory

Coordinated with vendors and service.

Assisted in the onboarding process for new employees.

Acted as a point of contact for internal and external stakeholders, providing exceptional customer service.

Collaborated with cross-functional teams.

Handled sensitive and confidential information.

EDUCATION

Masters In Business Administration

2012

University Of Sindh

2.79/4.00

Bachelor's Of Commerce

2007

University Of Sindh

2nd Division

Bachelor's Of Law

2016

University Of Sindh

2nd Division