



M AHMAD



CAREER OBJECTIVE

Seeking a job where I am able to implement my knowledge, experience & professional skills and demonstrate my strong commitment under a competitive and challenging environment.

PERSONAL PROFILE

Contact #	+971542314302
Address	Al Mateena Road Dubai U.A.E
Nationality	Pakistani
Date of Birth	28 JULY 1997
Gender	Male
Passport No	TK1177671
Visa Status	Own Visa

EDUCATION

B Com (Bachelor in Commerce)

INTERNSHIP

Worked as a **ACCOUNTANT** (In Budget Department) from February 2015 to August 2015, at POWER ENERGY DIVISION (Mepco) MULTAN PAKISTAN.

KEY STRENGTH

- ✓ Financial Record Keeping.
- ✓ Budget Forecasting.
- ✓ Tax Compliance.
- ✓ Financial Reporting.
- ✓ Data entry and record-keeping.
- ✓ Appointment scheduling.
- ✓ Multitasking.
- ✓ Professional communication.
- ✓ Problem-solving.

PROFESSIONAL EXPERIENCE

Worked as a **ASSISTANT ACCOUNTANT** from 2021 to 2023 in Fazal Cloth Textile (Pvt) Ltd, at MULTAN PAKISTAN.

Key Responsibilities:

- ✓ Monitoring daily communications and answering any queries.
- ✓ Preparing statutory accounts.
- ✓ Ensuring payments, amounts and records are correct.
- ✓ Working with spreadsheets, sales and purchase ledgers and journals.
- ✓ Recording and filing cash transactions.

COMPUTER SKILLS

Microsoft Office (Word, Excel, Power Point, Internet Browsing, Inpage).

LANGUAGE

Urdu
English

REFERENCE

Will be provided on demand