

# ASAD AHMED

OFFICE ASSISTANCE  
ACCOUNTS EXECUTIVE



## PERSONAL INFORMATION

Contact: +971-583077418

E-mail: [gasad555@gmail.com](mailto:gasad555@gmail.com)

Address: Naif Deira, Dubai, UAE

Birthday: August 22, 1998

Gender: Male

Father's Name: Wakeel Ahmed

Passport No: Z6543170

Passport Status: Visit Visa

Passport Expiry: 17 January 2024

## About me

- I am able to handle multiple tasks on a daily basis.
- I use creative approach to problem solve.
- I am dependable person who is great at time managements.
- I am always energetic and eager to learn new skills.
- I have experience working as a part of a team and individually.

## CAREER

*Intend to achieve the best through my hard work and sincerity in an organisation that offers opportunities to learn & grow by delivering the results.*

## WORK EXPERIENCE

### Organisation: Cue 9 Restro Pvt.Ltd

Kharagpur, West Bengal, India

Tenure: January 2021 – November 2023

**Designation: Accounts Executive cum Cashier**

#### Responsibilities:

- Maintaining vouchers, receipts, bills and payments.
- Keeping records of daily transaction.
- Post and process journal entries to ensure all business transactions.
- Generate timely and accurate reports for analysis.
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports.

#### Achievements:

Practical knowledge of accounting process and accounting software.

### Organisation: Orbexus Technologies OPC Pvt.Ltd. (BPO)

Kharagpur, West Bengal, India

Tenure: May 2017 – December 2019

**Designation: Back Office Assistant cum Accounts Executive**

#### Responsibilities:

- Prepare documentation and reports according to regulations and policies.
- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Processing company receipts, invoice, and bills.
- Assisting and supporting managements.

#### Achievements:

- Growing knowledge of computer operating systems and MS- office & Tally ERP software.

## EDUCATION

**2023**

**Diploma**

Financial Accounting

**2016**

**10<sup>TH</sup> + 2**

Kendriya Vidyalaya No: 1, A.F.S Kalaikunda  
CBSE BOARD

**2014**

**10<sup>TH</sup>**

Kendriya Vidyalaya No: 1, A.F.S Kalaikunda  
CBSE BOARD

## INTEREST

- Music, Reading & Writing.
- Use of internet search engines, social networking sites and E-mail in PC.
- Enjoy and actively participate in a wide variety of sports and creative Activities.

## LANGUAGES

English

Hindi

## SOFTWARE

Excel ● ● ● ● ●

Word ● ● ● ● ●

PowerPoint ● ● ● ● ●

Tally ● ● ● ● ●

## Certifications

Alison Education

Diploma in Financial Accounting - 2023

Tally Education Pvt.Ltd

Tally Prime with GST - 2023

National Council for Vocational Training and Education

Industrial Training Institute (ITI) -2018

Youth Computer Training Centre, Kharagpur, west Bengal, India.

Certificate Information Technology Application (CITA) 2016

## Skills



### EXCEL

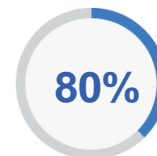
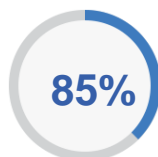
- ✓ Conditional Formatting
- ✓ List, Sorting & Format list
- ✓ Data validation
- ✓ IF & AND function
- ✓ Different & Alternative Lookup Functions
- ✓ VLOOKUP Function
- ✓ Index Function & Match Function
- ✓ LOOKUP Function



### TALLY ERP & PRIME

- ✓ Accounts Payable & Receivable
- ✓ Bank Reconciliation
- ✓ Payroll
- ✓ Assisting in Audit
- ✓ Cash book

## Graph



## Declaration

I, the undersigned certify that to the best of my best of knowledge and belief; correctly describe my qualification and myself.

ASAD AHMED