

# **Bilal Ahmed**

Position: **Accountant**

Experience: **3+ Years**

Educational Qualifications: **MBA Finance (1.5)**

Key Skills: **Microsoft Office, Microsoft Excel, Outlook, Power Point**

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## **SUMMARY OF CAREER & RESPONSIBILITIES:**

- Expert in preparing accounts and tax returns.
- Efficient ability in administering payrolls and controlling income and expenditure.
- Strong skills of auditing financial information.
- Ability of providing tax planning services with reference to current legislation.
- Good understanding of financial forecasting and risk analysis.
- Have efficient skills of meeting and interviewing clients.
- Ability to deal with insolvency cases.
- A highly motivated fast learner and well organized.
- Eligible to work in a multi-cultural environment.
- Confident and working efficiently under pressure.
- Solution oriented and positive attitude.
- Decision making

## **Major Roles in Various Organizations:**

- Junior Accountant (PTCL, T&T Colony, Haripur), Pakistan Feb 2015 to April 2016 (1.2 Years)
- Accountant (Qarshi Industries Pvt Ltd. Hattar Haripur), Pakistan June 2016 to December 2017 (1.5 Year)
- Operational & Financial Manager (NBPTarbeela Township), Pakistan Feb 2018 to Aug 2018 (6 Months)

## **Educational Qualifications:**

- Master in Business Administration (MBA-Finance), UNIVERSITY OF HARIPUR (UOH), Haripur, Pakistan

## **Computer Skills/ Software Skills:**

- Accounting Software: SPSS, Peachtree, QuickBooks
- General Computer Skills: Microsoft Office, Microsoft Excel, Outlook, PowerPoint

## **Seminars / Trainings / CO-CURRICULAR ACTIVITIES:**

- Islamic Banking Seminar by Tech Valley and UAC at UOH (University of Haripur) – At Haripur Pakistan
- Post Budget Seminar by PIPFA & ICMAP Pakistan in Serena Hotel – At Islamabad, Pakistan

## **Employment Records:**

### **PTCL T & T Colony Haripur, Pakistan**

Job position : **Junior Accountant**

Year : **Feb 2015 to April 2016**

*Pakistan Telecommunication Company Limited, commonly known as PTCL, is the national telecommunication company in Pakistan. PTCL provides telephone and internet services nationwide and is the backbone for the country's telecommunication infrastructure despite the arrival of a dozen other telecommunication corporations, including Telenor and China Mobile.*



## **Responsibilities/Accomplishments:**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Recommends financial actions by analyzing accounting options.

- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Present all monthly and year-end financial reports.
- Produce analyses regarding capital asset acquisitions.
- Collaborating with these teams to work on various accounting projects.
- Processing payments and invoices accurately and within expected time periods.
- Verifying financial statements, ledgers and accounts and making corrections where appropriate.

**Qarshi Industries Pvt Ltd. Hattar Industrial State Haripur, Pakistan**

**Job position** : Accountant

**Year** : June 2016 to December 2017

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#### **Responsibilities/Accomplishments:**

- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
- Prepare financial statements and produce budget according to schedule.
- Guide accounting clerical staff by coordinating activities and answering questions.
- Review and recommend modifications to accounting systems and procedures.
- Contribute to a strong client relationship through positive interactions with client personnel.
- Communicate with Manager and/or Director on work status and client issues that arise.

**NBP Tarbela Township, Haripur, Pakistan**

**Job position** : Operational & Financial Manager

**Year** : February 2018 to August 2018

*National Bank of Pakistan (NBP) is a major Pakistani commercial bank which provides both commercial and public sector banking services. It is a lead player in the debt equity market, corporate investment banking, retail and consumer banking, agricultural financing, treasury services.*



#### **Personal Details:**

- Date of Birth : 31 March, 1993
- Gender : Male
- Religion : ISLAM
- Marital Status : Single
- Language Known: English, Urdu, Hindi, Punjabi