



Farhan Ahmad

Date of birth: 27 May 1994

Nationality: Pakistani

Gender: Male

CONTACT

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direct message (WhatsApp)

ABOUT ME

I am Farhan, an experienced account bookkeeper. I manage financial records, handle accounts payable and receivable, and prepare financial statements. My attention to detail ensures accurate and reliable bookkeeping. I am committed to supporting the financial health of the organizations I work with and continuously growing in my profession.

WORK EXPERIENCE

1 OCT 2020 – CURRENT Lahore, Pakistan

Accounts clerk Alhamd Corporation (pvt.) Limited

JOB RESPONSIBILITIES:

- Enter All data in Excel and Accounting Software.
- Bank Payment & Bank receipt voucher Entr in Accounting Software.
- Maintain Inventory Record on Monthly Basis.
- Reconcile Creditor & Debtor.
- Good Communication Skills.
- Bank Reconciliation Statement at the End of Every Month

Business or Sector Manufacturing | **Department** Accounts

7 APR 2017 – CURRENT Lahore, Pakistan

Assistant accountant Park Lane Hotel

(Accounts Bookkeeping / Store supervisor)

JOB RESPONSIBILITIES:

- Prepare Bank Reconciliation Statement at the End of Every Month.
- Enter All data in Excel and Accounting Software.
- Purchased & Sale Vouchers Enter in GL.
- Bank Receipt & Payment Vouchers Enter in GL.
- Prepare The Detail of Sales Tax Input and Sales Tax Output for Filing the Sales Tax Return on Month Basis.
- Received The Goods in Stores, Booked the Bill and Prepare the Food Cost on Daily Basis.
- Reconcile The House Keeping & Kitchen, All Stores Inventory on Monthly Basis

Business or Sector Accommodation and food service activities |

Department Accounts & Finance

20 DEC 2012 – 31 MAR 2017 Lahore, Pakistan

Data entry officer Style Textile (Pvt.) Limited

STYLE TEXTILE is one of the leading garments manufacturers & exporters in Pakistan. With Exporter, World famous brands ADIDAS, NIKE, REBOOK and other too all over the world like.

Job Responsibilities:

- Preparing All Kind of Gate Passed in ERP System.
- Preparing Different Kind of Reports
- Enter All Data in ERP System
- Maintaining Documents in Hard Forms.
- Ensure All Data and Their Documents Are Up to Date as Possible.
- Reconcile The House Keeping & Kitchen, All Stores Inventory on Monthly Basis
- Manage minimum and maximum Level of stock goods.
- Stock on Hand Daily reports
- Most consumption item level checkup daily base.
- Customer communication and solving problems

1 APR 2012 – 31 DEC 2012 Lahore, Pakistan

Warehouse operator Stylo Shoes

Store Supervisor

- 5 Month Experience as a Store IN charge.
- Stock received weekly base and check quality.
- Defective item maintain report and send to head office.

- Quarterly Inventory of Stock and make sure Report in System
- Good Communication Skills
- Customer Dealing

EDUCATION AND TRAINING

1 APR 2011 – 20 MAY 2012 Lahore, Pakistan

Intermediate Al-Syed College fo Commerce

1 FEB 2009 – 30 APR 2010 Lahore, Pakistan

Matric Govt. High School

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu | Panjabi; Punjabi

Other language(s):

English

Listening A2

Reading B1

Writing A2

Spoken production A2

Spoken interaction A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Office

DRIVING LICENCE

Driving Licence: AM

Driving Licence: B

HOBBIES AND INTERESTS

Cricket

Internet Searching