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Building No. 88 Zone 47,  
Street No. 986, Al Thumama,  
Doha, Qatar

## SKILLS

Communications

Microsoft Office

Audit, Accounts & Finance

Problem-Solving

Energetic and self-motivated

IFRS Reporting

## LANGUAGES

English

Urdu

## PERSONAL DETAILS

Date of birth

14 Nov, 1998

Nationality

Pakistani

Marital status

Single

# Muhammad Ahmed

(ACCA)

## ABOUT ME

An ACCA affiliate seeking suitable position in your esteemed Organization. I believe my core competencies and professional qualification as ACCA is a best match and core requirement for the captioned role. I am ecstatic to offer my services for your esteemed organization in some challenging role. With no exception in skills, I can be a true asset for your company to achieve respective objectives and making benchmark in the competitive market.

## WORK EXPERIENCE

### ACCOUNT & AUDIT

Naeem Electronics Pakistan / Jan 2022 - Feb 2023

Worked as an 'Accounts Officer' and also as an 'Internal Audit Associate' for around 1 year and a month at Naeem Electronics Head Office Sialkot, Pakistan. It is a retail business with over PKR 1 billion revenue per month and having 115 branches operating across Pakistan. I worked there in credit sales and cash flow and internal audit department. I have been assigned different tasks there during my tenure, my key responsibilities are described below:

Accounts Officer

- Keeping a track record of day-to-day cash inflows and outflows at each branch.
- Performing daily cash and bank reconciliations and liaising with branches for different cash related issues.
- Maintaining financial records by reconciling balance sheet and general ledger accounts.
- Handled daily A/R processes, accurate processing of invoices, petty cash, and payment transaction.
- Verifying balancing receipts and credits, posted details of transactions and total accounts.
- Made numerous monthly & quarterly computations to update and maintain accounting records.

Internal Audit Associate

- Liaising in preparation of weekly reports with my team regarding the effectiveness and completeness of internal controls for audit seniors.
- Re-performance of key accounting principles being followed by the company to check the completeness of accounting entries being made.
- Re-check all the transactions being made to ensure that they are fully authorized with reasonable evidence being attached.

## EDUCATION

ACCA

Association of Certified Chartered Accountants / UK / 2022

ADP (ACCOUNTING & FINANCE),

University of Central Punjab / Lahore / 2019

F.SC (PRE-ENGINEERING),

Superior Group of Colleges / Sialkot / 2017

MATRICULATION,

St. Mary's High School / Sialkot / 2015