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# Numan Ahmad

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📍 Dubai Silicon Oasis, Dubai.



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## Professional Summary

Energetic professional well-versed in strong communication and organizational skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. Ready to work in a fast and challenging environment. Willing to take on greater responsibilities to meet team goals.

Based in Pakistan, I bring around 5 years of professional experience. Resourceful internal auditor with 02 years of experience in audit preparation and reporting by using ERP. Industrious professional with solid foundation in overseeing storage, auditing inventory and preserving pertinent records. Constructive in examining quality and verifying expiry dates. As an Accounts executive bringing 01 years of experience in accounting field. Skilled in account management, expense reports and invoice reconciliation through tally software. Looking for an opportunity in the field of accounts to explore my expertise and skills to the company growth.

## Work Experience

April 2022- November 2023

**Internal Auditor** (Karachi)

**Broadway Private Limited**

- Assure Safeguards and Investigate Corrupt Practices
- Communicate the findings and recommendations
- Checking Quality and cleanliness of the store and staff as well
- Inventory Audit and preparing branch performance sheet
- Objectively assess a company's business processes.

January 2021- March 2022

**Branch Manager** (Lahore)

**Cakes & Bakes**

- Direct customer interaction, greetings, and guidance
- Managing, Supervision and training of all branch staff
- Recording and receiving of purchase orders
- Making strategies for an increase in sales
- Internal audit of stock in hands to avoid any discrepancy and shortage
- Handle customer queries and complaints.

August 2019- November 2020

**Accounts Executive** (Karachi)

**Eiwan Developments**

- Updating accounts receivables and payables and issuing invoices
- Reconcile and maintain balance sheet accounts

- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.

November 2018- July 2019

**PB Cross Sell** (Sahiwal)

**United Bank Limited**

- Dealing with auto financing, credit card and personal loans
- Gained direct sales experience through training and client interactions.

## **Skills**

- ERP (Enterprise Resource Planning) software
- General ledger accounting
- Internal audit execution
- Tally software
- Microsoft Office software
- Team work
- Leadership
- Creative
- Innovative
- Hardworking
- Work oriented
- Problem Solver

## **Education**

September 2016 - January 2018

**Master of Business Administration in Finance**

Lahore

CGPA: 3.21

**COMSATS Institue of Information Technology**

September 2016 - January 2018

**Bachelor of Science in Economics**

Lahore

CGPA: 2.71

**COMSATS Institue of Information Technology**

## **Languages**

Hindi

Fluent

English

Fluent

## **Hobbies**

- Cricket
- Cooking
- Horse-riding
- Badminton

## **Personnal Details**

- Nationality: Pakistani
  - Date of Birth: 06/04/1994
  - Marital Status: Merried
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