
Numan Ahmad

✉ numan.ahmad16@yahoo.com

☎ +971583090021

in www.linkedin.com/in/numan-ahmad-332954113

📍 Dubai Silicon Oasis, Dubai.



Professional Summary

Energetic professional well-versed in strong communication and organizational skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adapt at multi-tasking, participation in group discussions and managing assigned tasks. Always 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. My strong communication and collaboration skills allow me to work effectively with stakeholders at all levels and adapt well to challenging environments. Having 02 years in sales allow me to interact multiple people with different attributes. I have been played a role as a manager because have the ability of leadership and team work. As an Accounts executive bringing 01 years of experience in accounting field. Skilled in account management, expense reports and invoice reconciliation through tally software. To enhance, explore and contribute my expertise and skills to the company growth, and to learn and gain experience, I am looking for an opportunity in the field of accounts, tellor, cashier, office administration and hotel management.

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- February 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.

September 2019- August 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.

October 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 Institute of Information Technology
- September 2011 - January 2016
Bachelor of Science in Economics
Lahore
CGPA: 2.71
COMSATS Institute of Information Technology

Languages

Hindi

Fluent

Urdu

Fluent

English

Fluent

Hobbies

- Cricket
- Cooking
- Horse-riding
- Badminton

Personnal Details

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