
Numan Ahmad

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📍 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. Adaptability and multi-tasking. Always ready to work in a fast paced and challenging environment. Willing to take on greater responsibilities to meet team company goals.

Based in Pakistan, I bring around 5 years of professional experience. Working as internal auditor with 02 years of experience in audit preparation and reporting by using ERP Systems. Well known of ERP Systems software. Constructive in examining quality and controls of the company. My strong communication and leadership skills allow me to work at a managerial level. Having 02 years of experience as a Branch Manager doing multitasking operations make sure all day to day activities running in a smooth way. At this level interact multiple people with different attributes increased my social networking skill. I also worked as a junior accountant bringing 01 years of experience in accounting field. Skilled in account management, expense reports and invoice reconciliation through ERP and SAP. To enhance, explore and contribute my expertise and skills to the company growth, to learn and gain experience, I am looking for an opportunity in the field of inventory controller, accounts, office administration and hotel management.

Work Experience

April 2022- November 2023

Inventory Controller / Internal Auditor (Karachi)

Broadway Private Limited

- Preparing for audits to investigate corrupt practices.
- Identify the company roles and regulations, ensuring branch compliance with health and safety regulations.
- Communicate the documented report with discrepancies and variances to Manager.
- Checking quality and cleanliness of the store and staff as well.
- Identify, implement, and maintain inventory control procedures.
- Maintains records pertaining to company vehicles and personnel.

January 2021- February 2022

Branch Manager (Lahore)

Cakes & Bakes

- Delivering excellent service to ensure high levels of customer satisfaction.
- Motivating the sales team to meet sales objectives by training and mentoring staff.
- Creating business strategies to attract new customers, expand store traffic, and enhance profitability.
- Hiring, training, and overseeing new staff.
- Responding to customer complaints and concerns in a professional manner.
- Ensuring store compliance with health and safety regulations.
- Developing and arranging promotional material and in-store displays.

- Undertaking store administration duties such as managing store budgets and updating financial records.
- Monitoring inventory levels and ordering new items.
- Internal audit of stock in hands to avoid any discrepancy and shortage

September 2019- August 2020

Junior Accountant (Karachi)

Eiwan Developments

- Prepare and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and payables and issue invoices.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure thassigned.mation will be accurate and immediately available when needed
- Assist senior accountants in the preparation of monthly/yearly closings

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.
- Direct customer communications for product promotion.
- Contribution in the company profitability through market research.

Skills

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

Education

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|--|---|
| <ul style="list-style-type: none"> • September 2016 - January 2018
 Master of Business Administration in Finance
 Lahore
 CGPA: 3.21 | COMSATS Institue of Information Technology |
| <ul style="list-style-type: none"> • September 2011 - January 2016
 Bachelor of Science in Economics
 Lahore
 CGPA: 2.71 | COMSATS Institue 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