



Name: Shaheer Shujaat Syed

Location: Riyadh, Saudi Arabia

Email: shaheershujaat789@gmail.com

Mobile Number: +966 55 1659 656

Date of Birth: March 20th 1998

Nationality: Pakistani

Driving License: Pakistan and Saudi Arabia

Skills

Microsoft Office Word

Microsoft Excel

Microsoft PowerPoint

Email for Communication

Communication Skills in English both oral and writing

Accounting and Finance calculation skills with a reasonably good knowledge.

Resume

Professional Summary

I have recently completed my BS Commerce with the specialization in accounting. Presently I am looking for an opportunity to start my professional career as a fresher and mostly interested to work in the field of Accounting, Finance, Supply Chain and Human Resources related activities. I am a dynamic person with positive work aptitude, having high moral values, self-motivated, ethical and open to learn with strong belief in balancing the corporate and social responsibilities. Interested to learn more about new work activities, face work related challenges, for better learning and personal development. Once given an opportunity, I will achieve the goals and set targets.

Educational Qualifications

Virtual University of Pakistan (VU) –
Lahore, Pakistan

Bachelor of Science in Commerce with the
Specialization in Accounting from 10/2018
till 09/2023

Saud International School, SIS – Riyadh,
Saudi Arabia

High School Diploma from 09/2005 till
05/2017

Calculation of books of accounts, currency and taxation.

Balance Sheet, Income, Statement and Cash Flow Statement

Languages

English Fluent

Urdu Native

Arabic Intermediate

Hobbies & Interests

Reading newspapers, Jogging, Workout at the gym, listening to music, watching movies, travelling, attending seminar, conferences and other social events.

Based on my interest I have attended the following events, exhibitions and trade shows that helped me to gain a lot of knowledge about different activities.

Socialization to remain updated about the activities happening in surroundings.

Experience:

As part of my degree requirements, I did six weeks of Internship Report at SSEM Company in Riyadh starting from 05/13/2023 till 07/06/2023.

I was assigned to assist the insurance officer in the finance department, for establishing of project insurance policies, raising of claims etc., which was much related to my specialization in accounting.