



Name: Shaheer Shujaat Syed

Location: Riyadh, Saudi Arabia

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Mobile Number: +966 55 1659 656

Date of Birth: March 20th 1998

Nationality: Pakistani

Driving License: Pakistan and Saudi Arabia

Skills

Microsoft Word Office

Microsoft Excel

Microsoft PowerPoint

Email for Communication

Communication Skills in English both in oral and writing

Accounting and Finance calculation skills with a reasonably good knowledge.

Calculation of books of accounts, numerical currency and taxation.

Resume

Professional Summary

I have recently completed BS Commerce with a specialization in accounting. Presently I am looking for an opportunity to start my professional career as a fresher and mostly interested in working 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 a strong belief in balancing corporate and social responsibilities. Interested in learning 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 known as BS, with a 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

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, 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 a lot related to my specialization in accounting.