

SHEHZAD AHMED.31th Dec 1996, Pak

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Visa Status 02 Year Employment Visa
Valid till Nov, 2025

Profile

Detail-oriented and analytical professional with 6+ years of experience providing optimum support to account teams, Skilled in creating accurate reports, processing payroll, and managing accounts receivable/ payable. Established record of preparing annual audits and assisting clients. Committed to serve as an enthusiastic team member of accounts team at a reputable organization.

Education

F SC (Computer Science)	Govt. Boys Higher Secondary School ARF PAC Kamra (Pakistan)	50%	Year completed: 2016
Matric (Computer Science)	Govt. Boys High School Kamra Kalan. (Pakistan)	50%	Year completed: 2014

Work Experience**ASIAN MALL KAMRA**01st May 2017 to 10th Jan, 2018**Job Title: Cashier**

- Mediating any confrontations between staff and client, and de-escalating the situations.
- Keeping a record of sales and restocking the store accordingly.
- Scan goods and ensure price labeling is accurate.
- Collect payments whether in cash or credit
- Resolve customer's complaints, guide them and provide relevant information.

**PAKISTAN AIR FORCE OFFICER'S CLUB AMF
PAC KAMRA**01st Apr, 2018 to 30th Apr, 2019**Job Title: Account Assistant / Computer operator**

- Manage the finances of club, balancing budgets.
- Acquiring funds and supplies, paying bills, and keeping the financial records
- Responding and entertaining any query about the catering bills.
- Maintaining & handling Cash book.
- Ensure proper handling of customer's complaints as per rules and regulations.
- Manage logistics, events and meetings.
- Maintain all books i.e. impersonal Ledger / Personal Ledger, Cash Book, Property book, Salary Register, Summary Charges Book, Daily Cash Transection Book.
- Preparing Summary.
- Preparing monthly Balance Sheet

- Manage the finances of school, balancing budgets.
- Generate fee bills for students, Monthly Salaries of Teaching / Non-Teaching Staff and generate Salary Slips.
- Monthly reconciliation of bank statement.
- Acquiring funds and supplies, paying bills, and keeping the financial records
- Classifies sorts, files and records the documents as received which includes (purchase orders, logistic / transport receipts, Aims services vouchers, customer details, supplier reconciliations, receipt voucher, bank deposit slips, sale invoices, direct purchase invoices, foreign invoices, & bank payment vouchers.
- Maintaining and handing Cash book.
- Ensuring timely response to any complaints regarding school management as per rules & regulations.
- Managing logistics, events and meetings
- Maintain all books i.e. impersonal Ledger / Personal Ledger, Cash Book, Property book, Salary Register, Summary Charges Book, Daily Cash Transaction Book.
- Preparing Summary.
- Preparing monthly & quarterly Balance Sheet.

Courses and Certifications

Basic Computer Course	Attock Technical Training Centre (Pakistan)
Spoken English Course	Attock Technical Training Centre (Pakistan)
Apprenticeship in Information Technology (IT)	Pakistan Airforce Aircraft Manufacturing Factory PAC Kamra

Skills

- Good Communication/Interpersonal, Negotiation, Team-working and Leadership Skills
- Professionally Committed, Ability to adjust in any type of environment, can do any work as a part of team.
- Read, Write and speak English efficiently.
- Emotional intelligence plus creative
- Computer Knowledge (Ms Word, Ms Excel, Ms Access, Ms Power Point)
- Customer Care & Handling
- Sale & Services.

Languages

- **English** fluent in reading, writing, speaking and listening.
- **Urdu** professionally in reading, writing, listening and speaking.
- **Punjabi** fluent in speaking and listening.

Abilities

- Excellent communication skills
- Able to work under pressure
- Adaptability and punctuality
- Strong organizational skills

Interests

- Gymming
- Travel
- Photography
- Reading
- Cycling
- Poetry
- Jogging / Walking

Reference:

Can be furnished on demand.