



Siraj Ahmed

Accountant

PROFILE

Dedicated and detail-oriented professional with a Bachelor's degree in Accounting and Finance and two years of hands-on experience in the field. Seeking to leverage my knowledge, skills, and expertise to contribute effectively to a dynamic organization's financial success.

CONTACT

Phone:
+92 323 7616890

Email:
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Address:
Rawalpindi, Pakistan

SKILLS

- QuickBooks
- Financial Accounting System
- MS Word
- MS Excel

CERTIFICATIONS

***Building's Tomorrow's ERP**
(Open SAP)

***Leadership in Digital Transformation**
(Open SAP)

EDUCATION

MATRIC

Federal Board- 2014/15

FSC Pre Eng.

Federal Board- 2016/17

BBA Hons.

(Accounting and Finance)

International Islamic University Islamabad – 2017/21

WORK EXPERIENCE

MAG Dynamics

Back Office of CPA Firm in USA

Accounts Executive (June/2023 – Present)

- Maintaining the accounting ledgers by verifying, posting the accounting transactions.
- Provided journal entries and performed accounting on accrual basis.
- Prepare and analyze financial statements to provide accurate and timely financial information to management.
- Constructing and reporting the accurate daily/monthly sales performance reports to Clients.
- Processing the Payroll and Taxes.

RAK Services, Islamabad

Back Office of KAR Holdings Canada

Accountant (April/2021 – May/2023)

- Maintained accurate and complete documentation to facilitate accounting and filing functions.
- Maintaining A/C Payables and Receivables.
- Implemented streamlined payment procedures, optimizing cash flow and minimizing payment delays.
- Spearheaded Accounts Receivable functions, including invoicing, credit control, and reconciliation, resulting in a significant reduction in overdue receivables.