



CONTACT

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📍 Hor Al Anz, Dubai, UAE

in [Linkedin.com/Wahhaj-Ahmed](https://www.linkedin.com/in/Wahhaj-Ahmed)

SKILLS

Technical Skills

- **MS Excel**- Pivot, Vlookup, VBA, Macro
- **Power BI**- Dashboard, KPI Visualization
- **Microsoft Office Suites**
- **Tally and Quick books**

Soft Skills

- Adaptability, Attention to Detail, Team Player, Creativity and Problem solving

LANGUAGE

- English - Fluent,
- Urdu / Hindi - Native,
- Telugu / Tamil – Limited

INTERESTS AND HOBBIES

Interest- Financial Markets, Dashboard Visualization, Interior Design Inspirations and Gaming.

Hobbies- Journaling, Cooking, Personal Finance, Puzzles Solving and Organising.

INFO

DOB: - 8th April 1998 (25 Years)
Nationality: - Indian
Visa: - Visit Visa till Feb 2024

AVOOR WAHHAJ AHMED

ACCOUNTANT / ASSISTANT / EXCEL SPECIALIST

Analytical accounting professional with reporting skills and eager to apply my 4 years of experience to contribute analytical reasoning and problem-solving skills to attain company objectives. I'm looking for an opportunity to engage with experts and professionals where extensive experience will be further developed and utilised.

PROFESSIONAL EXPERIENCE

❖ Accountant

Goodwill Agencies

📅 Oct 2022 – Sep 2023

(Distribution Agency in the field of Tobacco Products)

Achievements/ Tasks

- Manage all accounting transactions & **Documentation** of source files.
- Accounting and **Bookkeeping** of Sales and Purchase Invoices.
- **Maintain General Ledger** and reconciliation of Accounts.
- Computation of Taxes and filing of **GST Returns**.
- **Liaising with the auditors** to ensure and clear queries.

❖ Article Assistant

Puja Rathi and Associate

📅 Sep 2019 – Sep 2022

(Chartered Accountancy firm specializing in Internal Audit)

Achievements/ Tasks

- Streamlined new projects and **created 24+ Monthly Internal Audit Reports** which resulted in the **mitigation of errors by 20%** and provided **training to new recruits**.
- Bookkeeping, Gathering the data, cleaning it then **analysing and modelling the data** through internal audit requirements and **reporting it to the Managing Directors**.
- Sales, Purchase, GST, **SOA Reconciliation with Variance Analysis**.
- Prepare Monthly reports and provide **Ad Hoc accounting support**.
- Reconcile **accounts payable, receivable** and provide aging report.
- Clientele include **Restaurants, Fashion Boutique and Industrial Catering Services**.

EDUCATION BACKGROUND

❖ Bachelor of Commerce (Corporate Secretary ship)

The New College Affiliated to the University of Madras 2016 - 2019
GPA- 7.5 with Distinction

AWARDS AND CERTIFICATIONS

Certificate of Proficiency in Major - The New College 2018-2019

Finance and Data Analytics - Certificate in Progress

Includes Financial Modelling, Power BI, Data Modelling and Dashboard Visualization, Power Query and SQL.