

ZOHAIB AHMED

CNIC: 32303-8794775-3

Khera House, Street No 4, Jinnah Town, Multan.

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SUMMARY:

Organized and detail-oriented Accounting Assistant with 5+ years of experience in managing financial records. Proficient in MS Office, QuickBooks and other accounting software's.

SKILLS & COMPETENCIES:

- Accounts Payable Management
- Accounts Receivable Management
- Tax Preparation and Filing
- Audit Assistance
- Payroll Processing
- Budget Preparation and Analysis
- Inventory Reconciliation
- Bank Account Reconciliation
- Financial Statement Preparation
- Financial Forecasting and Planning
- Cost-saving Analysis
- Financial Reporting
- Revenue Growth Strategies
- Proficiency in Accounting Software (e.g., QuickBooks, Excel)
- Attention to Detail
- Time Management
- Problem-solving
- Strong Communication Skills
- Teamwork and Collaboration

COMPUTER SKILLS:

- MS Office (MS Word, MS Excel)
- SAP (FICO)
- VLookup
- Zoho ERP
- Academic CMS
- QuickBooks
- Tally ERP
- Pivot Table
- Outlook
- Spread sheets

EDUCATION:

Master of Business Administration (MBA).

GPA: 3.09/4.00 (77%)

Air University – Multan – 2017

Bachelor of Arts (BA).

Marks: 507/800 (63%)

Bahauddin Zakariya University – Multan – 2012

F.Sc- Pre-Engineering.

Marks: 604/1100 (54%)

BISE – DG Khan – 2010

Matric- Science.

Marks: 590/850 (69%)

BISE – DG Khan – 2008

CERTIFICATES:

Microsoft Office:

Computerized Accounting Training

Report Learning

Bookkeeping

LANGUAGE:

Ms Word, Ms Excel, Ms PowerPoint.

Computerized Accounting & SAP Financial ERP.

Fundamentals of Accounting and Reporting

Payroll Computation and Bookkeeping

- Urdu

- English

EXPERIENCE:

Assistant Accountant

Times Institute – Multan | 2023 – Present

- Managed accounts receivable and payable for a portfolio of clients.
- Prepared and filed monthly financial reports and statements.
- Reconciled and balanced accounts, ensuring accuracy of financial data.
- Ensured accuracy and compliance with applicable regulations.
- Analyzed financial data to identify areas of cost savings.
- Created and maintained financial spreadsheets to track expenses.
- Provided assistance with budget preparation and monitoring.
- Processed and reviewed invoices for accuracy and completeness.
- Maintained filing system for all financial documents and records.
- Assisted with the preparation of financial audits and reviews.

Account Officer

Huzafa Enterprises – Multan | 2018 – 2022

- Maintain accounts payable log and input data as it is received to keep up-to-date records of incoming payment.
- Contact and interact with clients who have failed to make payments, providing reminders and maintaining client relationship.
- Answer client inquiries and dispense advanced information about financing options accurately and quickly.
- Manage payroll, keeping track of employee hours, overtime, and pay rates, entering information into spreadsheets, and creating reports for management.
- Organize paychecks and distribute them via the delivery method employees have chosen.
- Following up on missed payments, and fixing typographical mistakes.

Accounting Clerk

Noor International – Multan | 2016 - 2017

- Organized, processed and filed accounting documents such as invoices, statements, reports and receipts.
- Performed basic bookkeeping duties including accounts payable and accounts receivable.
- Maintained accurate financial records and produced detailed reports.
- Responsible for preparing and verifying payment voucher, purchase orders and cheques.
- Conducted account reconciliation and provided customer service with any accounting related inquiries.
- Processed payroll, prepared and processed tax forms.
- Monitored and updated cash flow and budgeting information.
- Reviewed and reported financial discrepancies and inconsistencies.
- Provided assistance to internal and external auditors in various audits.
- Assisted with financial analysis and forecasting.