



Ahmad Mukhtar

Finance & Management



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UAE

PERSONAL INFO

- MARTIALSTATUS=MARRIED
- RELIGION=ISLAM
- NATIONALITY=PAKISTANI
- EDUCATION=MASTER

HOBBIES

- HIKING
- INTERNET EXPLORING
- GYM
- HUNTING
- READING

LANGUAGE

- ENGLISH.....(Good)
- URDU.....(fluent)
- PASHTO.....(native)

ABOUT ME

I have done my MBA in Finance and a Bachelor's degree in Banking and Finance. My career has encompassed roles in finance, accounting, and education, including serving as a Management Science Lecturer. With expertise in financial analysis and a commitment to education, I am dedicated to achieving excellence in every endeavor. I bring a blend of hard and soft skills, from financial modeling to effective communication, and thrive on challenges

WORK EXPERIENCE

Designation:Accountant & Cashier

Employer:Silver eagle car auction (UAE)

oct-2023

Responsibilities;

- Processing invoices, payments, and expense reports accurately and on time.
- Conducting regular reconciliations of accounts and bank statements.
- Assisting in budget planning and financial forecasting.
- Ensuring compliance with relevant tax laws and regulations.
- Analyzing financial data to identify discrepancies and recommend solutions.
- Collaborating with auditors during financial audits.
- Providing financial reports and insights to support decision-making.
- Utilizing accounting software and tools for efficient record-keeping

Designation:Senior Accountant

Employer:Swat River Hotel

2017-2021

Responsibilities;

- Recorded daily financial transactions.
- Maintained accurate financial records.
- Processed invoices and bills.
- Prepared monthly financial statements.
- Managed payroll and employee records.
- Reconciled bank accounts regularly.
- Assisted with annual budget creation.
- Filed tax documents and ensured compliance.
- Supported financial audits.
- Provided financial reports for decision-making.

Designation:Managment science lecturer

Employer:GDC swat madyan pk

2022-2023

Responsibilities;

- Conducting lectures and seminars on management science topics.
- Developing course materials and syllabi.
- Providing academic guidance and mentorship to students.
- Designing assessments and evaluating student performance.

STORAGE OF KNOWLEGDE

- Finance and Financial Management
- Banking and Financial Services
- Computer Literacy and Software Skills
- Management Information Systems (MIS)
- Accounting Information Systems (AIS)

HARD SKILLS

- Data Analysis
- Financial Modeling
- Spreadsheet Proficiency (e.g., Excel)
- Database Management
- Budgeting and Forecasting

SOFT SKILLS

- Communication
- Leadership
- Problem Solving
- Time Management
- Adaptability
- Teamwork
- Attention to Detail
- Decision Making
- Critical Thinking
- Conflict Resolution

VISA STATUS

- UAE 2 YEAR RESIDENCY VISA WITH NOC

EDUCATION

MBA FINANCE

Master of Business Administration (MBA) in Finance

- Institution: Agriculture University Peshawar
- Graduation Year: [2012-2014]

B.COM

Bachelor of Science in Banking and Finance

- Institution: [govt college of managment science]
- Graduation Year: [2010-2012]

DIPLOMA

Diploma in Commerce

- Institution: [govt college of managment science]
- Completion Year: [2006-2008]

DIPLOMA IN COMPUTER LITERACY

Diploma in Computer Literacy

- Institution: [govt college of managment science]
- Completion Year: [2010-2012]

CERTIFICATE IN MANAGEMENT INFORMATION SYSTEMS (MIS)

Certificate in Management Information Systems

- Institution: Government College of Management Science
- Completion Year: [2010-2012]

CERTIFICATE IN ACCOUNTING INFORMATION SYSTEMS (AIS)

Certificate in Accounting Information Systems

- Institution: Government College of Management Science
- Completion Year: 2010-2012