**Shahzad Ahmed**

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**AREAS OF EXPERTISE**

* General Entries
* Ledgers
* Trail Balance
* Profit & Loss Accounts
* Balance Sheets
* Product costing
* Inventory control system
* Auditing
* Financial Reporting as per IAS
* Employee Payrolls

**Career Statement**

I feel that my greatest strengths are; **firstly,** strong commitment for rendering professional services.

**Secondly,** my skills at learning and development while adopting proactive approach.

**Thirdly,** my real passion for Accounting and Finance allow me to adopt best practice.

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WhatsApp - +923446488421, Skype ID. Shahzad.sa20 member of SOCPA

**Accounting & Finance (Computerized Accounting)**

**Personal Summary**

To achieve a high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

Driven Professional with board technical skill set. Excellent communicator experienced in interpreting and implementing of Accounting & Finance related works and IAS Implications, with a good work experience in worldwide known Accounting Software’s including Tally ERP, Peachtree, QuickBooks and SAP Finance area.

### **Academic Qualification**

## **Gift University**, Gujranwala

### BSc (hons) Accounting & FINANCE ((September) 2009 – (April) 2014)

**Major Courses**: Advance Financial Accounting, Financial Reporting, Financial Statements Analysis, Cost and Management Accounting, Performance Evaluation and Decision Making, Corporate Finance, Investment Portfolio Management and Auditing

**Hailey Wishers College,** Daska Silakot

### i.COM (Commerce) (2007-2009)

**Major Subjects:** Accounting, Banking, Trading, Statistics.

### **PROFESSIONAL CERTIFICATION AND DIPLOMAS**

**Certificates**

**• Peachtree Accounting Software**

 Tourism and Development Corporation of Punjab

 Duration: 3 months

**• Professional Accountancy Certification**

 ACCA 4 Exemptions

**Diplomas**

• Tally ERP.9

• Quick Books Premium

• Peachtree

 Pakistan Computer College, Gujranwala, Pakistan

 Duration: 4 months

### **software skills**

* Microsoft (Excel, Word & Power Point)
* Tally ERP. 9
* Peachtree
* Quick Book Premium
* SAP Finance Area
* Microtec

### **Memberships**

Member of SOCPA from august 2019 to august 2020

**CAREER HISTORY**

**Personal Skills**

* Quick Learner
* Creative
* Imaginative
* Energetic
* Deadline led
* Initiative
* Attention to detail
* Innovative
* Problem Solving
* Reliable
* Team Player
* Project Management
* Analytical
* Good Attitude
* Desire to learn and trained
* Punctual

### **HASSAN ALI AL SEARY MARKETING CO. SAUDI ARABIA 17/11/2015 - Current**

Accountant & Store Manager.

**Job Roles**

* Preparation of Financial Statements for external audit
* Daily cash flows
* Internal audit
* Daily Sales and purchases
* Product Costing
* Van sales of the Company
* Managing Inventory
* Handling Imports
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### **AS Sports Silakot Pakistan 01/07/2014-28/02/2015**

**Assistant Accountant**

**Job Roles**

* Prepared set of financial statements quarterly as well as annually
* Recorded and controlled inventory through Peachtree
* Budgeted and Forecasted quarterly sales
* Reported and maintained Sales Tax Invoices
* Cost Analysis of Products
* Managed Payments and Receipts
* Maintained Internal audit procedures and activities quarterly as well as annually

### **Pakistan Telecommunication company limited 25/03/2014-25/06/2014**

### **Assistant Finance Manager (Internship Program)**

**Job Roles**

* Assisted Finance Manager to record billing documents
* Prepared Bank Reconciliation Certificates
* Prepared financial budgets semiannually
* Prepared monthly payroll
* Prepared travelling allowance
* Prepared and approved regional offices’ utility bills monthly
* Cleared the payments of related projects
* Assisted Internal Auditor to audit tangible assets and physical verification

### **Key Competencies and skills**

* Knowledge of International Accounting Standards (IAS).
* Awareness of Accounting Standard Implication in industries.
* Developing Inventory Control system on accounting software.
* Writing up technical documents and user instructions.
* Able to organize own workload effectively and prioritize tasks.
* Can quickly understand business requirements and then translate these into functional requirements.
* Can manage multiple works in a fast paced, deadline driven environment.
* Adaptive and able to quick pick up new polices and implication of Accounting & Finance rolls according to Company requirements.

**References –** Available upon request.