

**Contact Details**

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**CORE SKILLS**

2012

2010

2018

2018

**CFC– Certified Financial Consultant - Member**

Institute of Financial Consultants - Canada

**ACPA – Association of Certified Public Accountant - Qualified**

Institute of Certified Public Accountants Pakistan

**MBA FINANCE**

Comsats University Lahore

**B.COM**

Punjab University Lahore

Jan 2018 to Present

Jan 2017 to Dec 2017

Mar 2014 to Dec 2016

April 2012 Feb 2014

Mar 2010 Mar 2012

**Ad Sun company**

**Accounts Officer**

Lahore, pakistan

**Saad Oriental Carpents**

**Accounts** **Officer**

Lahore, Pakistan

**Receptionist cum administrative assistant**

Dubai, UAE **March** **2013 to April 2015**

**NOOR AL BAHEYA ELECTROMECHANICAL LLC**

**Dubai - UAE**

**Finance Manager**

**Senior Accountant**

**General Accountant**

**Saad Oriental Carpets**

**Accounts Officer**

Lahore, pakistan

Project Costing

**Accounts & Finance Professional CPA Qualified , CFC, MBA Finance**

**10 Year’s Exp.**

Account Payable & receivable

MIS Reports

Leadership Skills

Fixed Assets management

Budgeting & Forecasts

**EXPERIENCEE**

**Career Summary**

\*\* Having more than 8+ year Experience in serving the prestigious organizaiotns performing the diversify roles in accounts & Finance Department.

\*\* Expertise in general accounting including but not limited to: Accounts Finalization, Books of Accounts Management, Accounts Receivable, Accounts Payable, Bank Reconciliation and MIS Reporting with strong command over business administration. Strategic thinker with high level of analytical and problem solving skills significantly contributed in core business activities.

\*\* A highly responsible, insightful, determined and enthusiastic quick learner who possesses a considerable amount of knowledge and experience in finance & Accounting.

**Certification**

\*\* Certified Public Accountant

\*\* Certified From PITAC in Computerized Accounting and Finance

\*\* Certified From Google for Power Searching with Google

\*\* Certified in E-Commerce & Web Development ( HTML, JAVA SCRIPT, ASP, CSS, Dreamweaver, wordpress)

**Accounting Packages**

\*\* SAP ( Basic)

\*\* Peachtree( King of Accounting Software)

\*\* Tally ERP 9

\*\* Quick book

\*\* MYOB (Manage your own business)

\*\* Advance Functionality of Microsoft Excel

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**Key Learning**

* Attended a course on General Management & Communication Skills

Conducted by the Punjab University, Lahore

* Knowledge of Accounting Principles, Project Cost Accounting, Practices & Procedure and Accounting Standards. Experience in handling Accounting till finalization and Audit, Statutory Auditing, Internal Auditing & Taxation.

Financial Reporting

**EDUCATION**

**AHMED MAHMOOD**

Cash Flow Manage

Financial Analysis

Strong VAT Skills

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