**Ameer Hamza Ahmad **

AECHS, Airport Housing Society

Sector 4, Block G, Street 3, H#213,

Rawalpindi

 +92 3119646888

 hamzahamad1234.ha@gmail.com

Professional Summary

**Professional experience 3 years**

Experience:

**Operation Manager**

March 2023-December 2024

**The Hummus House Restaurant** Phnom Penh**, Cambodia**

My current job responsibilities are, handling and coordination with customers for booking events and tables. Supporting management for restaurant’s media campaign through social media. Handling of staff. Supervising cash counter and cash & bank reconciliation and counter closing. Procurement, preparation of monthly payroll. All other duties assigned by management.

**Finance Officer** June 2022- January 2023

**QAVI ENGINEERS PVT LTD** ISLAMABAD, Pakistan

Main responsibilities are reconciling and identifying discrepancies of invoices submitted to the office by vendors and staff. Creating and updating IBR (Inward bill receipt) and JV (Journal vouchers). Handling of Banking transactions and coordination with Bank. Also responsible for check & control Pay/ muster roll of daily for labor wages and monthly for office staff. Maintenance and monitoring of daybooks of site expenditure sheet.

**Finance & Procurement Officer** February 2020- May 2022

Along with my studies, I was also working for: **PARADISE ADVENTURE**

ISLAMABAD, Pakistan a tourism agency.

Main responsibilitieswere Budget planning for the trips and events, financial management, Bank and cash handling. Negotiations with vendors regarding procurement of services and goods.

Close coordination with the clients.

Education:

**BBA- H | marketing** June 2021

IQRA University Islamabad Campus H 9/1,

Khayaban e Johar Islamabad

Pakistan

**Research work**:

* Thesis on ‘’Islamic Finance keeps growing and its history in Pakistan’’.
* Launching of a new product in the market (5 leaf’s Moorings Oleifers)
* Survey on ‘’ How much are students motivated towards online education’’

Skills:

* Expense controlling & monitoring
* Financial Reporting
* Data entry
* Budget planning
* Procurement
* MS office teams, outlook

Languages:

* English
* Urdu
* Khmer
* Pashto

Volunteer:

**Usher**

HEC Islamabad Pakistan: Help and guide guests in different events organized by the university or HEC (higher education commission)

Team Head: Personal & development member of IQRA University to organize/assist events at university

Team Head: Generation of funds and distribution of ration/ food, items for needy families in neighboring villages of Islamabad.

Certifications:

* Contributing team efforts towards making Imagine Cup 2018 Pakistan
* Promotion member in TECTIQS
* Ushering in Imagine Cup
* Usher in convocation 2018
* Cricketer in TECTIQS
* AutoCAD advanced certificate from sep-16 to dec-18.

Reference:

Mr. Maqsood Ahmad
Finance Manager

Improved Service Delivery for Cambodian Citizens (ISD)

GIZ, Phnom Penh, Cambodia

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