**WAJDAN AHMAD**

**Contact Information:**

House No. 101, street 5, sector N-1, Phase 4, Hayatabad, Peshawar

03090977649

wajdanktk12@gmail.com

**Objective:**

Optimistic, enthusiastic and obsequious person desirous to work in order to polish my skills, broaden my horizon and to gain work experience.

**Qualification:**

* **Bachelors in Accounting and Finance (2019-2023)**

Institute of Management Sciences, Peshawar CGPA : 3.76

* **Intermediate FSc. Pre-Engineering (2017-2019)**

BISE Kohat 827/1100

* **Matriculation, 2017**

BISE Peshawar 904/1100

**Specialization:**

* Accounting
* Finance
* Taxation
* Audit

**Experience:**

1. **Finance Executive:**

S2S Developers & Marketing Private Limited, Peshawar.

From 1st Sep, 2023 till date.

**Job Responsibilities:**

* Recording and verifying expenses.
* Recording inflows.
* Maintaining daily petty cashbook.
* Reporting sales and daily expenses to manager.
* Preparing cash-receiving report for clients.
* Maintaining and updating clients’ files.
1. **Junior Accountant:**

Broadcom Real Estate Private Limited, DHA Peshawar.

From July, 2022 to September, 2022.

**Job Responsibilities:**

* Book-keeping.
* Managing Suppliers Accounts.
* Managing Customers and Expense Accounts.
* Managing Cashbook and Petty Cashbook.
* Preparing Payment Plan for Customers.
* Updating Payment Performa of Customers.

**Skills:**

* I am well versed in QuickBooks Accounting Software.
* I am efficient in Microsoft Office.
* I have excellent communication and interpersonal skills.
* I am a good listener.
* I am a presentable, pro-active and assertive individual.
* I have the ability to adapt.
* I perform very well when I am under pressure.
* I have good presentation skills.
* I reflect excellent work ethic.

**Hobbies:**

* Reading books (novels).
* Reading English newspaper.
* Reading blogs.
* Learning English.
* Using internet.
* Watching movies and seasons.

**Languages:**

* English.
* Urdu.
* Pushto.