



## IZAZ AHMAD

Address: Village & P/O Kot District Malakand  
Tehsil Batkhela, KPK, Pakistan.

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## SKILLS

- Creativity
- Problem-solving
- Leadership
- Time management
- Power point
- Ms excel

## LANGUAGES

- English
- Urdu
- Pushto

## HOBBIES

- Reading
- Travelling
- Sports

## Career Objective

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization. I want to succeed in a stimulated and challenging environment that will provide me with advancement opportunities.

## Work Experience

### **The Guardian Public School Kot** (02/08/2020 up to 30/12/2022)

#### Admin and Account Officer

- Documents financial transactions by entering appropriate account information.
- Establish monthly Bank reconciliation.
- Accounts Payable & Receivable
- Maintain vendor and talents record and document payment transactions.
- Verify and execute periodic vendors payments.
- Maintain customers receivable records - students and enterprises
- Process incoming customers payment, and manage recovery.

## Education

### **Bachelor of Business Administration (HONS) 2021**

The University Of Agriculture Peshawar

### **F.Sc Pre-Engineering 2012**

Islamia collage Peshawar

### **Secondary Education (10<sup>th</sup> Grade) 2010**

UK Public High School Kot

### **Diploma In Information Technology 2011**

Khyber Pakhtunkhwa Board Of Technical and Commerce Education

## Technical Skills

- |                |                        |
|----------------|------------------------|
| ▪ MS Office    | ▪ Computer skills      |
| ▪ Writing      | ▪ Internet Browsing    |
| ▪ Social Media | ▪ E-mail Communication |
| ▪ Quick Books  | ▪ File Management      |