



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 (10th Grade) 2010

UK Public High School Kot

Diploma In Information Technology 2011

Khyber Pakhtunkhwa Board Of Technical and Commerce Education

Technical Skills

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