



CONTACT

ADDRESS:
H#: 326, Block 5 Sector D2 Green Town,
Lahore.

PHONE:
0302-9439066

E-MAIL:
naeemahmad066@gmail.com

SOFTWARE SKILLS

ERP & Sage
Quick Book
Microsoft Dynamic 365

OTHER IT SKILLS

Tools	Proficiency
M.S Outlook	Good
M.S Excel	Good
M.S Word	Above Avg.
M.S Power Point	Above Avg.

NAEEM AHMAD

PROFESSIONAL SUMMARY

Seeking a challenging position in a dynamic and progressive organization focusing on growth development and that provides a supportive environment to a motivated, innovative and creative executive, equipped with comprehensive practical experience.

EDUCATION

Master In business Administration (MBA)
MBA

B.COM

OTHER QUALIFICATION:

4 Months diploma in Computer Hardware from "TEVTA" Green Town
Lahore

WORK EXPERIENCE (10 YEARS)



Innovative Biscuits Pvt Ltd.

Currently I'm Working there as an **Assistant Manager Accounts** from Sep 2019).

Responsibilities:

- keeping track of financial flow, Cash Flow
- Verify the customer Payments and entered to its ledgers
- Working on customers ageing reports
- Monthly Receipts Report after closing
- Invoice Booking And Tracking
- Reconciliations of vendors
- Reconciliation All Customers & Vendors
- Banks Reconciliations
- Daily Bank Potion
- Vendors payments
- Verify the WHT by the Customer Receipts
- Open the new customers at system
- Customer Agreements
- Solve the Customer Quires related receipts
- Finance reporting

PERSONAL INFORMATION

Father Name	Rasheed Ahmad
Marital Status	Married
CNIC No.	35202-6010451-1
Religion	Islam
Language	English, Urdu, Punjabi

CO-CARRICULAR / LEISURE ACTIVITIES

- Cricket
- Travelling

United Snacks Pvt Ltd. (OYE HOYE)



I have done job in united snack (Pvt.) Ltd. as an **Associated Banking Operations** (Jan, 2016 to July 2019).

Responsibilities:

- Manage Accounts Payable
- Invoice Booking and Tracking
- Reconciliations of vendors
- Manage Accounts Receivable
- Reconciliation All Customers
- Banks Reconciliations
- Daily Bank Potion
- Manage Employees Travelling Expenses
- Confirmed the receipts
- File up withholding tax of vendors
- Provided Tax challans to vendors
- Manage WHT GL Manual Sheet
- Banks Dealing

Sir Engineering Enterprises Lahore:



I have done job in Sir Engineering Enterprises Lahore as an **Accountant**, (Aug, 2014 to Jan 2016)

Responsibilities:

- Staff leave summary on monthly basis.
- Making and depositing of staff salaries.
- Parties dealing.
- Vouching of all types
- Cash Deposit or withdrawal
- Maintain Weekly or Monthly salary
- Salary distributed to employees

Riaz Fabrics (Pvt.) LTD :

I have done job in Riaz Fabrics as **Ass.Accountant** (Aug,2012 to Aug,2014).

Responsibilities:

- Manage the Customers quires .
- Maintain Salary of All Employees.
- Vouching of all types
- Cash Deposit or withdrawa

REFERENCE

Will be furnished upon demand