

# Rehman Ahmed

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## OBJECTIVE

I am seeking employment with a company where I can grow professionally and personally, and I seek challenging opportunities where I can fully use my skills for the success of the organization.

## PERSONAL INFORMATION

**Father's Name** : Ahmed bux  
**Date of Birth** : 01 – 10 – 1997  
**Religion** : Islam  
**Nationality** : Pakistani  
**Domicile** : District: Kashmore (Sindh)  
**CNIC No** : 43104 – 8393116 – 1  
**Marital Status** : Single

## EDUCATION

**DAE (Electrical)** **2583 / 3550**

Sindh Board of Technical Education, Karachi

**BBA (HRM)** **C.G.P. A '3.4'**

Federal Urdu University of Arts, Sciences & Technology

**HSC (Pre-Engineering)** **817 / 1100**

WAPDA Degree College, Guddu

Board of Intermediate & Secondary Education, Larkana

**Matriculation (Science)** **637 / 850**

WAPDA Public School, Guddu

Board of Intermediate & Secondary Education, Larkana

## LANGUAGES

English, Urdu, Sindhi, Saraiki

## WORK EXPERIENCE



**Habib Bank Limited Assigned by Prime HR Pvt Ltd May 2022 to April 2024**  
**(Finance Officer)**

- Processed auto loan applications and managed related documentation with high accuracy.
- Oversaw the disbursement of auto loans, ensuring timely and correct processing.
- Calculated auto loan payoffs and issued necessary documentation, including Customers NOCs

- Issued smart cheques following loan disbursement, facilitating seamless transactions.
- Managed repayment processes and handled accounts with both checking and non-checking statuses.
- Maintained comprehensive records of daily disbursements and balance payments for auto loan payoffs.
- Regularly updated and managed account records to ensure data accuracy and integrity



**Engro Polymer and Chemicals Limited Assigned by Prime HR Ltd April 2024 to January 2025  
(Assistant Account Officer)**

- Financial Recordkeeping Accurately maintained and updated financial records, including ledgers and journals, ensuring compliance with accounting standards.
- Assisted in managing accounts payable and receivable, ensuring timely processing of invoices and payments.
- Invoice Processing: Managed the processing and reconciliation of invoices, ensuring timely and accurate payments to vendors and suppliers.
- Account Reconciliation: Conducted regular account reconciliations to identify and resolve discrepancies, maintaining the integrity of financial data.
- Financial Reporting: Assisted in the preparation of financial statements, reports, and summaries for management review.
- Expense Tracking: Monitored and recorded company expenses and ensured proper documentation and categorization.
- Administrative Duties: Provided administrative support including filing, data entry, and managing correspondence related to accounting functions

## **SKILL**

Excel, MS Office, Word, Problem Solving, Management skills, Decision Making, Time Management, ChatGPT

## **ABOUT MYSELF**

I am very Talented Ambitious and Hardworking individual with broad skills and Experience handling problem and difficult situations Furthermore I am adopt things very quickly and handling multiple tasks daily competently and at working well under pressure.