



ZEESHAN AHMAD

S/O IJAR KHAN

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OBJECTIVE

Seeking a demanding & quality oriented position in an organization to gain work experience and knowledge in the practical field and to be an integral part of good environment that could make effective use of my potential and contribution towards achievement of organizational objectives and personal growth.

SKILLS

- MS OFFICE
- ERP SOFTWARE
- TIME MANAGEMENT
- LEADERSHIP
- PROBLEM SOLVER
- DECISION MAKER
- TEAM WORK

INTERESTS

- Reading Books, Travelling, Sports



EDUCATION

- UNIVERSITY OF THE PESHAWAR** 2020
M.Com
- UNIVERSITY OF THE PESHAWAR** 2018
B.Com
- BTE PESHAWAR** 2016
D.Com
- BISE MARDAN** 2014
Matriculation
- BTE PESHAWAR** 2016
Diploma in Information Technology



WORK EXPERIENCE

M/S FRONTIER PLATINUM LAMINATIONS INDUSTRIES PVT LTD 04 APRIL 2022 - 03 JULY 2023

Assistant Procurement Officer for Local Raw Material.

- ☒ Communicating with customers about order status, answering questions about products and services, and resolving issues.
- ☒ Preparing purchase orders and contracts for approval by supervisors or attorneys.
- ☒ Negotiating price changes with suppliers when costs fluctuate significantly.
- ☒ Keeping records of orders placed and shipments received, updating inventory levels based on these records.
- ☒ Reviewing contracts to ensure that all terms have been met before signing them.
- ☒ Ensuring compliance with laws and regulations regarding purchasing procedures and best practices.
- ☒ Coordinating with other departments within a company for the purchase of specialized materials or equipment.
- ☒ Working directly with suppliers to obtain bids on new or ongoing projects

FRONTIER TECH WOOD INDUSTRIES KARKHANO PESHAWAR APRIL 2021 - MARCH 2022

Internal Junior Audit Officer

- ☒ Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- ☒ Determine internal audit scope and develop annual plans.
- ☒ Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.
- ☒ Prepare and present reports that reflect audit's results and document process.
- ☒ Act as an objective source of independent advice to ensure validity, legality and goal achievement.



LANGUAGES

English, Urdu, Pashto



REFERENCES

Reference will be provided on demand