

EJAZ AHMAD

Finance Graduate

Dedicated and results-oriented professional with a bachelor's degree in business administration with honors (BBA-Hons) and specialization in Finance. Seeking to leverage my skills and experience in finance, as well as my proficiency in various software tools, to contribute effectively to a dynamic organization.



WORK EXPERIENCE

AMANOON IT TRADING LLC | ACCOUNTANT

Nov. 2022 – Till Date.

- Managing financial transactions.
- Maintain and update the general ledger to track financial transactions, ensuring accuracy and completeness.
- Prepare and record journal entries for income, expenses, and other financial activities.
- Process invoices, payments, and receipts, reconciling accounts as needed.
- Maintain accounts receivable records and follow up on outstanding payments.
- Prepare and file accurate and timely tax returns VAT and other applicable taxes.
- Assist with internal and external audits by providing required documentation and explanations.
- Ensure that audit findings are addressed and resolved effectively.
- Utilize accounting software and tools to manage financial data efficiently.
- Stay up-to-date with the latest accounting software and technology.

SADIQ EXCHANGE PVT LTD | CASH TELLER

Mar. 2022 - Nov. 2022

- Managing financial transactions
- Collaboration with the finance team to reconcile accounts and maintain records.
- Remittances operations.

MCB BANK | INTERNEE

Nov. 2021 - Dec. 2021

- Supported the banking team in customer account management and transaction processing.
- Provided excellent customer service and resolved inquiries in a timely manner.

EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION (HONS)- FINANCE

UNIVERSITY OF PESHAWAR / PESHAWAR

GRADUATION DATE: FEB .2022

DIPLOMA IN INFOMATION TECHNOLOGY

GOVERNMENT COLLEGE OF MANAGEMENT SCIENCES/ PESHAWAR

GRADUATION DATE: Jun 2022

HIGHER SECONDARY SCHOOL CERTIFICATE

LEEDS COLLEGE OF ARTS AND SCIENCE / PSHAWAR

END DATE: JUN 2017

HIGHER SECONDARY SCHOOL CERTIFICATE

BISEP / PESHAWAR *END DATE: JUN 2015*

CONTACT

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SKILLS

- Customer Service
- MS Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- QuickBooks
- Tally ERP
- Odoo
- Zoho
- Data Analytics
- Problem Solving Skills
- Time Management

LANGUAGES

- English
- Urdu
- Hindi
- Pashto

INTEREST

- Reading (Mostly Non-Fiction)
- Cricket
- Sketching