FAHAD AHMED

Cashier Cum Accountant

Al Karama - Dubai 25315
United Arab Emirates

0505491598

fahadahmedch@gmail.com

PERSONAL DETAILS

Date of birth
11 Aug 1990

Nationality
Pakistan

Visa status
Visit Visa

Marital status
Single

LINKS

Linkedin:
https://www.linkedin.com/in/fahad-ahmed-7657aa122/

HARD SKILLS

DATA ENTRY & CUSTOMER CUSTOMER SERVIE

E-COMMERCE & DIGITAL MARKETING

ADOBE PHOTOSHOP, CORAL DRAW AND ILLUSTRATOR

GRAPHIC DESIGN & PHOTOGRAPHY

LANGUAGES

ENGLISH

URDU

PUNJABI

Hindi

HOBBIES

PHOTOGRAPHY, PLAYING CRICKET, DRIVING AND TRAVELING

ABOUT ME

Office Manager to manage with 12 years of proven success at National Database Registration Authority. Demonstrated ability in delivering mission critical results and outstanding communication and team management skills. Entrepreneurial mindset for optimal profitability and strategic alliances. Collaborative leader dedicated to promoting an engaged and empowering work culture. Ready to contribute to achieving company goals.

WORK EXPERIENCE

NATIONAL DATABASE REGISTRATION AND AUTHORITY / SIALKOT
Apr 2012 - Jan 2024

• Expert Data Entry operator for National Database Registration and Authority. • Identified trends and assessed opportunities for process improvement • Proficient in cash handling and crediting to bank accounts • Results-oriented trend analysis • Reviewed individual counter performance and improved processes • Created new designs and sheets using graphic design tools • Managed account details manually and updated software

Casheir Cum Accountant:	**2012 - 2014**
Data Entry Operator:	**2015 - 2018**
Office Assistant:	**2019 - 2021**
Office Manager:	**2021 - 2024**

BLUE BERRY TRAVEL AND TOURISIUM
Sialkot
Jan 2011 - Jan 2012

Sales & Customer Care Officer

• Expertly managed comprehensive travel itineraries, ensuring seamless ticketing and travel planning.
• Coordinated sophisticated hotel bookings to enhance client accommodation experiences.

EDUCATION

SARGODHA UNIVERSITY
Sargodha
2018

Master of Arts

Master of Arts in Politics

SARGODHA UNIVERSITY
Sargodha
2013

Bachelor of Arts

Bachelor of Arts in English

COURSES

VOCATIONAL TRAINING INSTITUTE
Feb 2009 - Jun 2010

Database Management System

NIXON INSTITUTE OF COMPUTER SCIENCES
Jul 2011 - Dec 2011

Graphic Designing