

BURHAN AHMAD



CONTACT

✉ burhanahmad553@gmail.com
☎ +971506425172 +9715227411
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📍 Abudhabi _ United Arab Emirat
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PERSONAL DETAILS

Date of Birth : 07/07/1998
Marital Status : Single
Nationality : Pakistani
Religion : Muslim
Gender : Male
Visa status : Employment
visa

SKILLS

Strong communication skill
Standard of accounting
Knowledge of regulatory
Accounts payable
Team work and collaboration
Attention to details
Time management skills
Interpersonal skills
Sales and marketing
Problem solving skills
MS office, Word, Excel
,PowerPoint
Web browsing

LANGUAGES

English, Urdu, Punjabi

OBJECTIVE

Detail-oriented and self-motivated accounts receivable specialist with 5+ years' documentation management experience. Proficient team player able to use cross-departmental collaboration to complete tasks and ensure operational accuracy and regulatory compliance.

EXPERIENCE

2021 -
Current

Accountant

AL BADAR CARPENTRY _ ABUDHABI - UAE
Manage all accounting transactions and prepare budget forecasts.
Publish financial statements in time
Handle monthly, quarterly and annual closings.
Reconcile accounts payable and receivable.
Compute taxes and prepare vat filling & ensure timely bank payments.
Manage balance sheets and profit/loss statements.
Report on the company's financial health and liquidity.
Audit financial transactions and documents
Reinforce financial data confidentiality and conduct database backups when necessary.
Comply with financial policies and regulations.

2019 -
2020

INTERNEE

Muslim Commercial Bank _ PAKISTAN
Assisted in the posting of daily journal entries.
Helped with preparation of the periodical financial reports.
Helped in the reconciliation of account receivables and payables, banks, bill payments or inventories.
Helped with the forecasting and budgeting to manage expenses.
Documented the processes and key controls used during the auditing process.
Reported the finding and present them to the management.

EDUCATION

2020

**Bachelor Of Business Administration (BBA
Hon's)**
NCBA & E _ MULTAN - PAKISTAN

2015

Faculty Of Science (FSC)
B.I.S.E _ MULTAN - PAKISTAN