



# AHMAD RAZA

## JUNIOR ACCOUNTANT

### CONTACT

+92 310-1437961

noumanahmad558@gmail.com

Gujranwala, Pakistan

### EDUCATION

2018-2021

PUNJAB UNIVERSITY

- Bachelor's degree in commerce (B.com)

### SKILLS

- QuickBooks
- Tally
- Microsoft Excel
- SAP ERP
- Financial reporting
- Expense reporting
- Accounts receivable
- Accounts payable
- Quick learner
- Mathematical & Analytical ability
- Team work
- Effective communication

### LANGUAGES

- English
- Urdu / Hindi

### PROFILE

Accountant with Two years of experience in account reconciliations, streamlining accounts, and financial reporting. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning

### WORK EXPERIENCE

**Siddique Family Hospital (Pakistan)**

DEC 2021 TO JAN 2024

Accountant

- Coordinate with management and staff to prepare financial statements.
- Ensure compliance with organizational guidelines and procedures, and federal and state regulations.
- Resolve account payable and receivable issues or queries.
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
- Comply with International Financial Reporting Standard (GAAP) for financial statements.

**SureFixx Technical services LLC (Dubai)**

FEB 2024 TO MAY 2024

Accountant

- Post and process journal entries to ensure accurate recording of all business transactions.
- Issue invoices to clients and handle accounts receivables.
- Update accounts payable records and perform reconciliations, including bank accounts.
- Prepare and submit weekly and monthly financial reports.
- Assist with various day-to-day accounting tasks as needed.
- Undertake additional duties as assigned by the manager.