



## TOUQEER AHMED

Address : Abu Dhabi (U.A.E)

+971549915570

toqeerbutt771@gmail.com

## SKILLS

- Good knowledge of Computer & web
- Good command on MS Windows
- Good command on MS-Office
- Good command on Outlook
- Multiyear Experience of working on different Accounting Software.
- Leadership
- Team Player
- Innovative
- Working under pressure

## LANGUAGES

- English
- Urdu
- Arabic
- Punjabi

## HOBBIES

- Cricket
- Reading
- Traveling
- Body Building

## PERSONAL INFORMATION

- Nationality : Pakistani
- Date of Birth : 22<sup>nd</sup> February 1995
- Passport No : KD1171982
- Marital status : Single

## EDUCATION

- Secondary education in Computer Science.  
BISE Rawalpindi
- Inter in Commerce (**I.COM**).  
BISE Rawalpindi
- Bachelor in Commerce (**B.COM**).  
University of Sargodha

## EXPERIENCE

### Etihad airways

#### Abu Dhabi Designation : Customer service officer

Duration : 5 years

Maintaining a positive, empathetic, and professional attitude toward customers at all times

Responding promptly to customer inquiries.

Communicating with customers through various channels.

Acknowledging and resolving customer complaints.

Knowing our products inside and out.

Processing orders, forms, applications, and requests.

Keeping records of customer interactions, comments, and complaints.

Communicating and coordinating with colleagues, Supervisor, and Managers as necessary.

Providing feedback on the efficiency of the customer service process.

Managing a team of junior customer service representatives.

Ensure customer satisfaction and provide professional customer support.

### Al- Kamal International Construction Engineers (PAKISTAN ISB)

**Assistant account manager** Sep 15/2014 to Oct 02/2016 Islamabad, Pakistan Accounting, Finance Regional Manager

Manage of complete accounts.

Managed accounts payable, accounts receivable, and payroll departments.

Reviewed all approved construction invoices and oversee payments.

Created journal entries/memos, ledger, trail balance, balance sheet, reconciled system payments, and performed month- end duties.

Created purchase orders, matched and researched for accounts payable.

### ADIL TRADING COMPANY (PAKISTAN RAWALPINDI)

#### ACCOUNTANT.

1ST JAN 2013 TO 31ST JULY 2014. Rawalpindi Pakistan Accounting, Finance Managing Accounts

Maintaining journal, ledger and trial balance.

Maintaining petty cash book, balance sheet and final account. Preparing statements showing income and transactions

Preparing staff wages and managing claims for expenses. Preparation of monthly payroll and administrating staff holidays and absences.

Accurately and promptly processing documentation. Recording all cash activity on a daily basis. Well grip on IPOs. Well grip on Excel. Well grip on quick book.