



# Burhan Ahmad

## Professional Title

BBA Hons (2016-2020 ) from NCBA&E University Multan Pakistan. Well Experienced in accounts handling, Ecommerce Management, Customer Care also in cash handling duties. Proved excellent in all my employment history and searching for the best opportunity to groom my skills and abilities.



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ABU DHABI, United Arab Emirates

## SKILLS

Customer Services

Cash Handling Physical & Online

Accounts payable

Time management skills

Account Receivable

Communication Skills

Multitasking

Administrative

Ms,Office

ERP Software

## LANGUAGES

English  
Professional Working Proficiency

URDU / HINDI  
Native or Bilingual Proficiency

Punjabi  
Native or Bilingual Proficiency

## PERSONAL DETAILS

Nationality : Pakistani

DOB : 07/07/1998

Employment visa

## WORK EXPERIENCE

### Accountant

#### AL BADAR CARPENTRY LLC

11/2021 - Present

ABUDHABI - UAE

##### Achievements/Tasks

- Manage all accounting transactions and prepare budget forecasts.
- Reconcile accounts payable and receivable.
- Compute taxes and prepare vat filling & ensure timely bank payments.
- Comply with financial policies and regulations.
- Manage balance sheets and profit/loss statements.
- Managing & Preparing LPO'S
- Making followup for CDC & PDC Cheque's

### E-Commerce Manager

#### Dakota Amazon Service LLC

08/2021 - 11/2021

##### Achievements/Tasks

- Email and Chat Support by AWS cloud , Dispatching
- Product Hunting, Invoices Ricipt creation
- Spreadsheets Record Maintaining

### TILE MOUNTAIN LIMITED

#### Customer Care Executive

06/2019 - 08/2019

PAKISTAN

##### Achievements/Tasks

- Chat and Email Support By CRM & Making Correspondence with Client and Customer
- Conducting Surveys for Customer Satisfaction
- Performing Inbound and Out bond call Support
- Process and follow up on sales orders and Creating Invoice & online Payments

### Cashier

#### Nishter Medical Store

07/2018 - 08/2018

##### Achievements/Tasks

- Handling Petty Cash
- Making Transaction Online and Offline
- Account Management
- Customer Hnadling

## EDUCATION

### Bachelor Of Business Administration ( BBA Hon's)

#### NCBA & E \_ MULTAN - PAKISTAN

2016 - 2020