

RESUME



AHMED FARAZ

Cell/Contact No. 00923056686800

Email Address: ahipak87@gmail.com

Target Job: Admin Officer, Accountant, Office Manager, P.A

Objective:

Having a very vast experience in accounting and finance serving leading organizations, Solid track record of promotions for outstanding performance with proven ability of accounts and finance, outperform competition and increase profits. Looking for long term career in the Accounts or Finance department of reputed organization or Finance consultancies where I should have continuous opportunity to learn, grow and sharpen my leadership qualities towards the development of business, community and society.

Professional Career Background:

Total Working Experience (14 Years)



Institute Name: **QUAID-E-AZAM DIVISIONAL PUBLIC SCHOOL, WAZIRABAD, GUJRANWALA, PAKISTAN**

Position Title: Accountant

Specialization: Accounting Finance/Administration/Admission

Institution: Quaid-e-Azam Divisional Trust (Government Institute)

Date Joined/Ended: 06th April, 2016 to Continue

Major Responsibilities:

- ❖ Account Matters, Financial & Monthly Income & Exp. Statements, Handling the Petty Cash Book, Budgeting, Bank Reconciliation Statements, Account Receivable and Payable Statements, Vendor Accounts, Client Accounts, Salaries Employees etc, Invoicing and Vouchering, Internal Audit, Income Tax, Sales Tax Withholding & Returns.

Company Name: **MOZA ELECTROMECHANICAL, AJMAN, UAE**

Position Title: Accountant/Admin Officer

Specialization: Accounting Finance

Industry: Contracting Electromechanical & Plumbing

Date Joined/Ended: 27th October, 2015 to 26th January, 2016 (03 Months)

Major Responsibilities:

- ❖ Account Matters, Financial & Monthly Income & Exp. Statements, Handling the Petty Cash Book, Budgeting, Bank Reconciliation Statements, Account Receivable and Payable Statements, Vendor Accounts, Client Accounts, Salaries Employees etc, Invoicing and Vouchering, Internal Audit

Company Name: **AL-GARMOSHI EST. FOR GENERAL CONTRACTING AND OIL FIELD SERVICES, SANA'A, REPUBLIC OF YEMEN.**

Position Title: Accountant (Head Office Sana'a)/Office Manager

Specialization: Accounting Finance/Admin/Office Management

Industry: Shipping, Oil and Gas Services and Contracting

Date Joined/Ended: 31st August, 2010 to 30th August, 2015 (5 Years)

Major Responsibilities:

- ❖ Account Matters, Financial & Monthly Income & Exp. Statements, Handling the Petty Cash Book, Budgeting, Bank Reconciliation Statements, Account Receivable and Payable Statements, Vendor Accounts, Client Accounts, Salaries of Site Employees etc, Invoicing and Vouchering for our Sales and Services to Clients, Internal Audit Administration
- Regularly required reports for Management**
- ❖ Monthly / Quarterly / Yearly Balance Sheet, Profit & Loss, Cash Flow and Change in Equity
- ❖ Monthly / Quarterly/ Yearly Job Costing Report



- ❖ Monthly/ Quarterly/ Yearly Projected Cash Flow
- ❖ Receivable and Payables reports



Company Name: TEHSIL/TOWN MUNICIPAL ADMINISTRATION, GUJRAT, PUNJAB, PAKISTAN

Position Title: Accountant

Specialization: Accounting Finance

Industry: Government Administration, Finance Department

Date Joined/Ended: 18th October, 2008 to 28th August, 2010 (1 Year 11 Months)

Major Responsibilities:

(Letters, ECR, Financial & Monthly Income & Exp. Statements, Budgeting, etc.)

Project of TMA, System for TMA Financial Management (STFM) by USAID:

Work on the Project of TMA "District That Works" DTW by USAID

Major Responsibilities:

(Computerized Financial & Monthly Income & Exp. Statements, Budgeting)



Company Name: PUNJAB VOCATIONAL TRAINING COUCL (PVTC) VOCATIONAL TRAINING INSTITUTE WAZIRAB

Position Title: Accountant /Lab Administrator

Date Joined/Ended: 26th Sept., 2007 to 14th Oct., 2008 (1 Year)

Major Job Responsibilities:

- ❖ Account Matters, Financial & Monthly Income & Exp. Statements, Record Keeping & Result Preparing, Maintenance & Repairing of Computers and Other Computer Lab Accessories, Server Controlling, etc.)



Company Name: Syed Construction Company, Gujrat, Pakistan

Position Title: Accountant

Specialization: Accounting Finance

Industry: Construction

Date Joined/Ended: 04th Nov., 2004 to 15th Sept, 2006 (2 Years 1 Month)

Major Job Responsibilities:

- ❖ Prepare Vouchers, General Journal, Ledgers, Trial Balance Financial Statement, Petty Cash Book, Income & Exp. A/Cs, Balance Sheets, Salary of Employees, and other Account Matters.



Personal Information:

Name: Ahmed Faraz
S/O: Ahmed Ali
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E-Mail: ahipak87@gmail.com
Contact No.: +923056686800
Date of Birth: 07th October, 1985
C.N.I.C No: 34104-8197366-1
Gender: Male
Nationality: Pakistani
Passport No.: BP8913662

Academic Qualification:

| Sr. No. | Course/Degree | University/Board | Passing Year | Major Subjects |
|----------------|------------------------------------|---|---------------------|-----------------------|
| 1 | COL MBA (Executive) | Allama Iqbal Open University, Islamabad | 2019 | Admin |
| 1 | Bachelor of Commerce (B.Com) | University of the Punjab, Lahore | 2008 | Accounts |
| 2 | Diploma In Commerce (D.Com) | Punjab Board of Technical Education, Lahore | 2005 | Accounts |
| 3 | Matriculation | BISE, Gujranwala | 2002 | Science |
| 4 | Computer Operator/Office Assistant | Punjab Vocational Training Council, Lahore | 2007 | Computer Software |
| 5 | Computer Hardware Certificate | Logistech Computer College | 2005 | Computer Hardware |

Language Skills:

| Sr. No. | Language | Reading | Writing | Speaking | Typing Speed |
|----------------|-----------------|----------------|----------------|-----------------|---------------------|
| 1 | English | Excellent | Excellent | Excellent | 50 WPM |
| 2 | Arabic | Excellent | Excellent | Excellent | 25 WPM |
| 3 | Urdu/Hindi | Excellent | Excellent | Excellent | 30 WPM |

Reference:

Will be furnishing on your request.