

**Ahmed Saeed  
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**CAREER SUMMARY:**

Dedicated and accomplished admin Officer with over 6 years of professional experience of managing business office functions and providing executive level support to principals and clients. Applied my detail-oriented talents and adaptable personality to fulfill the company’s needs, helped with everything from customer support, to data entry and preparing well-researched documents. Organized travel plans and schedules of senior executives. Skilled at time-management, proficient in MS Office, also skilled in accounting and ready to assist in bookkeeping. Competent team player with ability to establish and maintain positive relationships with various stakeholders. Seeking opportunity to achieve mutual growth and manage varied and challenging assignments in competitive and dynamic work environment.

**CAREER PROFILE/SKILLS:**

* Having experience in Office Administration.
* Having Experience in MS Office, EMR, DMS.
* Having Experience in equipment handling,
* Having experience of controlling expenses, task assignment, prioritizing task and quality enhancement.
* Having Experience in petty cash and payrolls management.
* Adapt changes quickly, flexible have multitasking ability and punctual.
* Highly organized self-motivated with the ability to work in a fast moving environment.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **New Choudhary Travels.**

**Tenure:**  March 2020 to Continue

**Designation:** **Accounts Officer**

**Job Responsibilities:**

* Responsible to check that vouchers are properly recorded and filed.
* Responsible to computerize on daily basis cash and bank expenditures in the software.
* Responsible to check cash and bank ledgers in the software.
* Responsible to enter sale invoices, adjustments and discounts.
* Responsible for monthly reconciliation and ledgers.
* Update and Report to Manager regarding the accounting related issues.
* Responsible to manage all relationships with bank (to get bank statement, to make transfer and to withdraw cash)
* Responsible for handling of Accounting Books as per standards and advice from Finance Department
* Responsible towards cash management includes handling of petty cash and client payments
* Responsible to record all entries in the accounting system in a timely manner
* Deposit Day to day transfer cash in a bank account
* ****Prepare monthly payroll.

**Organization:** **Pakistan Kidney and Liver Institute and RC**

**Hepatitis Prevention and Treatment Program**

**Tenure:**  August 2017 to September 2019

**Designation:** **Admin Officer**

**Job Responsibilities:**

* Maintain inventory records under supervision of MO and present the records for audit whenever required.
* Maintain petty cash and comply with petty cash policy.
* Preparing & maintaining daily GRN, GIN, CPV, and CRV Vouchers.
* Fixed Asset Management
* Patient Flow Management
* Management of daily reporting for head office.
* Inspects working areas to ensure adherence to sanitation requirements.
* Check and balance on other employees.
* Checking Patient Reports in EMR and Inform to Patients.
* Assists in arranging meetings and events.
* Attends to the needs of the patients & visitors.
* Corresponds and communicate with other departments/DHQ hospitals/external stakeholders.
* Responsible for maintaining complete documentation, file management.
* Distributes and transports the internal mail.
* Supervising daily collection and dispatch of infectious and non-infectious waste from the clinic.
* Responsible for attendance & maintaining attendance records.
* Transports equipment and supplies by picking-up requisitioned orders and delivering them to assigned areas.
* Management of Office files and documents.
* Other specific task given by Program Director.

**Organization:** **Corporate Debt Collection Services**

**Tenure:**  June 2013 to August 2017

**Designation:** **Administration Officer**

**Job Responsibilities:**

* Management of daily Calling Reports.
* Management of Daily PTP (Promise to Pay).
* Planning for Daily Visit Route.
* Properly coordination with banker regarding settlement approvals A/C Statuses, etc.
* Management of Monthly payment file updating in DMS as per banks conformed payment file.
* Managing employees and Measure their Monthly performance.
* Maintain coordination with Field visitors.
* Assigning monthly expenses for visitors and voucher submission.
* Check performance of data entry department.
* Attendance Management.
* Prepare monthly payroll.
* Petty Cash Management.
* Responsible for maintaining complete documentation, file management.
* Distributes and transports the internal mail.
* Prepare Cash & Bank Receipt Voucher.
* Solve all issue related to employees after discussion with the management.
* Maintaining all the record of employee’s department wise.

**Achievements**:

* Got Certificate of appreciation from ENBD bank for outstanding performance of March & April 2016
* Got certificate from RAK Bank of UAE for best Skip Tracer of Jan 2018

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| MBA Finance | Foundation University Islamabad | 2017 |
| Bachelor of Commerce | Allama Iqbal Open University Islamabad | 2013 |
| I.Com | Government Degree College Bhimber AJK | 2010 |
| Matric | Masud Universal Model School Gujrat | 2008 |

**ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)

**PERSONAL INFORMATION:**

**Father’s Name.** : Muhammad Saeed

**Nationality** : Pakistani

**Gender** : Male

**Marital Status** : Married

**Date of Birth** : 2nd June 1992

**REFERENCE:**

Reference will be furnished on demand.