

Personal Information

Name and Surname: Muhammed Ahmad
Address: House #3 street#6 Shah faiz colony Burewala
61010
Date of Birth: 03.02.1997
Phone number: 03078578879
E-mail: malikahmad8578@gmail.com



Profile
SEO and Microsoft Office expert
An excellent SEO and Microsoft expert, who consistently delivers complex projects within demanding time and cost constraints. Confident managing and mitigating risks and issues, whilst maintaining progress in line with project plans. Able to control a large budget and lead large, globally dispersed teams to deliver results in line with client requirements. Available immediately.

Education

03.2012 - 04.2014 **Punjab College Burewala**
ICS with Math Physics
10.2014 - 10.2018 **Arid Agriculture University Burewala**
BSIT

Experience

01.2020 - 12.2020 **Micro finance mobilink bank Burewala**
Computer system analysis
Responsibility:

- Account management managing the complete data.
- Handling the wages of servants.
- Managing the account for all expenses.
- Managing the data of installment and customer loan.

01.2021 - 12.2021 **THE CITY SCHOOL BUREWALA**
Accountant

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements

Hobby



SEO



Technology



Gym



Games



Data entry

Languages

English



Urdu



Skills

Good communication - written and oral skills

Excellent conceptual and analytical skills

Effective interpersonal skills

Excellent Word and Excel skills

Amazing content writer

Software skills

Word



Microsoft Excel



Microsoft Powerpoint



Personality

Communicative

Creativity

Punctuality

Organized

I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).