



Raheel Ahmad

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Objective

- My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Work History

- **Allah Tawaqal Metals (PVT) Gujranwala, Pakistan.**
(Logistic & Production Incharge Import & Export) Working from 2020 to Present.....

- Import: Scrape (Compressor—Electric Motor) **Unloading**
- Monthly Closing Report of Import Material
- Export: Copper & Aluminum (**Loading**)
- Monthly Closing Report of Export Material
- Stock Controller (**Export**)
- Daily Cost Report of Copper Furnace
- Manual Account of Transport companies (Excel Format)

Green Packaging Boxes Ind LLC, Sharjah - UAE
As an Account Assistant - Working from May 2015 to Feb-2020

Job Role

- Tally
- Purchase, Sale Invoice
- Employee's salary by journal Entry
- Stock Controller
- Production Voucher (of Closing jobs)
- Accounts Payable & Accounts Receivable
- Petty Cash
- Administration

Toyo Group of Industry (Gujranwala-Pakistan)
As an Account Assistant - Working from Dec 2013 to Aug 2014

Job Role

- Sale , Purchase Invoices
- Employee's Salary Detail (excel Format)
- Material Inward & Outward detail
- Stock keeping
- Costing Detail for every Job
- Production Follow Up (If Require)

Academic Education

- B.COM From (University of Punjab)
- Intermediate From (BISE Gujranwala)

Certification Short Courses

- **MS – OFFICE (3 Months) (2012)**
Soft Solution College (Gujranwala – Pakistan)
 - MS - WORD
 - MS - EXCEL
- **Accounting Software (3 Months)**
Soft Solution College (Gujranwala – Pakistan)
 - Peach Tree
 - Tally
 - Excel
- **Spoken English (2 Months)**
UCL College (Gujranwala – Pakistan)
 - Basic knowledge
 - Speaking level
 - Presentation
 - Group discussion
- **IELTS (2 Months)**
UCL College (Gujranwala – Pakistan)
 - Only 2 month Training

Languages Known

- Speak : English, Urdu
- Read : English & Urdu
- Write : English & Urdu

Other Activities/Interest

- Getting Accounting Knowledge
- Passion able Cricket Interest

Personal Information

Name: Raheel Ahmad
Date of Birth: 06th August 1994
Nationality: Pakistani
Passport No: PQ1168212
Religion: Islam
Marital Status: Married