

Curriculum Vitae

Sajjad Ahmad

Visa status: Visit Visa **Expiry Date:** 13.03.2022

Passport No: MS1177921 **Expiry Date:** 11.12.2028

Date of Birth: 11.07.1991

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Address: Al Quoz,2 near Shaklan,3 Dubai

Personal Statement:

I have done my Master of Business Administration with specialization of Accounting and finance from University of Lahore. I have Strong financial and management skill. I am seeking a challenging position in a leading organization with an aim to contribute positively towards the achievement of its objectives and to develop and improve my professional skills.

Experience

Office Administrator & Accounting Clerk

Alwan Paints Industry Private Limited Gujranwala Pakistan 9/2018 to 3/2020

- Using the Softix Technology software maintaining financial statements and all financial records
- Reports to warehouse supervisor or management to alert them of any issues with shipping or receiving.
- Keeping account books and systems up to date.
- Day to day activities that are related to financial planning, record keeping & billing, personal, physical distribution and logistics.
- Advising on how to reduce costs and increase profits
- Managing all the incoming and outgoing merchandise of the company.
- Using Microsoft Excel to record and prepare pricing List.
- Drafting formal letters using Microsoft Word

Education:

Master in Business Administration 3.5 from University of Lahore in (2018)

Modules

- International finance
- Presentation and interview skills
- Supply chain management
- Portfolio analysis and investment management

Bachelor in Commerce from Government College of commerce Gujrat in (2013)

Modules

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- Statistics
- Advance Accounting
- Cost Accounting
- Money banking and finance

Diploma in Commerce from Government Institute of commerce Wazirabad in (2011)

Modules

- Introduction of Business
- Statistic
- Applied Accounting
- Financial accounting

Matriculation from Government High school Wazirabad in (2009)

Modules

- English
- Math
- Biology
- Chemistry

Communication

- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities
- Writing creative or factual
- Excellent presentation and negotiation skills

Technical Skill:

- Organization and attention to detail
- Analytical and problem solving skills
- Time management
- Mathematical and deductive reasoning
- Critical thinking
- Clerical knowledge
- Proficiency with Microsoft Office Suite
- Specialized Accounting Skills

Language:

- English
- Urdu