

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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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 Administration

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

- Using the **Softix Technology** software maintaining financial statements and all financial records .
- 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
- Prepare all accounts & documents issue bills and invoice.
- 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

- Statistics

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- 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