



SIDDIQUE AHMED

ACCOUNTS CLERK

CONTACT

+92348-5648898

siddiqueahmed237@gmail.com

Near I-14, Bhata Road
Chakra Rawalpindi

EDUCATION

2021-2023

NUML UNIVERSITY

- Bachelor of Business
Administration (Finance)

2017 - 2019

QUAID-E-AZAM UNIVERSITY

- Bachelor of Commerce

2013 - 2015

FBISE ISLAMABAD

- Intermediate in Commerce

SKILLS

- MS Office
- Quickbooks
- Teamwork
- Communication

LANGUAGES

- English (Intermediate)
- Urdu (Fluent)

PROFILE

An organized and detail-oriented Accountant with 2 year of experience in providing accountability. I have extensive knowledge of office procedures, excellent customer service skills, and strong ability to multitask.

WORK EXPERIENCE

Rite Aid Pharmacy

AUG 2022-SEP 2024

Accountant and bookkeeper

- Providing accounting and clerical assistance to the accounting department
- Typing accurately, preparing and maintaining accounting documents and records
- Preparing bank deposits, general ledger posting and statements
- Bookkeeping and general accounting
- Performing clerical work and interoffice support including receiving and processing mail
- Maintaining and promoting excellent vendor relations
- Create daily sale and purchase report
- Maintain financial records and creates financial reports
- Monitor and reconciles accounts
- Prepare documents for audits and tax returns
- Performs other related duties as assigned