

MUHAMMAD OWAIS AHMED

Accountant

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SUMMARY

I'm an experienced accountant skilled in managing financial operations and improving budget administration and expense tracking. I maintain integrity in financial data and support team transitions to new accounting systems. Proficient in QuickBooks and financial management, I make informed business decisions.

EXPERIENCE

08/2023 - Present

Islamabad, Pakistan

Accounts Officer

Frontier Ceramics Limited

Manufacturing Of Ceramic Tiles.

- Manage accounts payable and receivable.
- Conduct reconciliations of bank statements and accounts.
- Support audits by providing necessary documentation.
- Collaborate with other departments to ensure accurate financial data.
- Developed and managed an efficient inventory sheet, ensuring timely updates of stock quantities and values.
- Reduced annual audit discrepancies by 30% by implementing internal control processes.



05/2020 - 07/2023

Islamabad

Senior Accountant

Deal and Deals Pvt Ltd.

Company specializing in financial services.

- Maintained and reconciled general ledger accounts, identifying and resolving discrepancies in a timely manner.
- Conducted monthly bank reconciliations.
- Utilized accounting software (e.g., QuickBooks, Excel) to streamline processes and enhance reporting efficiency.



02/2019 - 04/2020

Islamabad

Assistant Accountant

Nicholas Pharmaceutical

Pharmaceutical company focusing on health solutions.

- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Maintained detailed financial records of A/P & A/R
- Managed expense reports.



EDUCATION

02/2018 - 03/2020

Islamabad

M.Sc.: Accounting & Finance

University of Lahore

02/2016 - 03/2018

Islamabad

Bachelor of Commerce (B. Com)

University of Lahore

STRENGTHS



Financial Proficiency

Proficient in QuickBooks and financial analysis with a strong foundation in accounting principles.



Team Collaboration

Excellent ability to work collaboratively with team members to achieve financial objectives.

KEY ACHIEVEMENTS



Team Transition Leadership

Successfully transitioned team members to a new accounting system while maintaining high standards of accuracy and financial integrity.



ACCA Progress

Partial cleared- 9 paper exemption.

SKILLS

SAP (FI)

QuickBooks

ERP

Taxation

Problem-solving

Integrity

Team collaboration

Analysis

