



Syed Usama Ahmed

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ABOUT ME

An extremely motivated individual with a natural ability to solve accounting and financial problems. An innovative thinker with impeccable attention to detail who is also a friendly and approachable individual.

WORK EXPERIENCE

Auditor

Berger Paint Pakistan [20/01/2020 – 24/02/2023]

City: Islamabad

Country: Pakistan

1. Balance confirmation from the customer.
2. Obtaining commitments from those customers who have outstanding amount.
3. To ensure all invoices and PR's of the customers reflect in respective ERP.
4. Verification of new customer before account opening in system.
5. Visit and assess the customer at the time of limit enhancement.
6. Examine log-book of sales staff on random basis. Examine PR book issuance.
7. Also examine the data punching mistake, Delay in Cheque or cash deposit cases.
8. Examine vendor invoices and payable vouchers.
9. Identify wrong entries in system. Conduct stock audit.
10. Verify final settlement of employees.

Cashier

Rawalpindi Institute of Cardiology. [01/01/2021 – 30/05/2021]

City: Rawalpindi

Country: Pakistan

1. Maintain Cash Book.
2. Maintain Petty Cash.
3. Received cash form patients.
4. Deposited cash in bank.
5. Generate patient bill in software.
6. Prepared closing of the day.
7. Prepared financial year statement.
8. Prepared cash flow statement.

Accountant

Frontier Works Organization [01/03/2019 – 20/01/2020]

City: Rawalpindi

Country: Pakistan

1. Account reconciliations,bookkeeping,accrual accounting,budgeting processes,and payroll
2. Ability to deal with enormous quantities of financial data.
3. Accurate recording of all cash activity on a daily basis.

4. Detailed knowledge of electronic banking systems.Numeracy skills, credit control, updating spreadsheets, and MS Office and Excel.
5. Prepare and Control Financial year Budget.
6. Deal with Accountant General Pakistan (AGPR) and vendors.
7. Post general entries in system.

Assistant Account

F.G College Of Home Economics F-7/2 Islamabad [20/01/2014 – 20/02/2019]

City: Islamabad

Country: Pakistan

1. Account reconciliations,bookkeeping,accrual accounting,budgeting processes,and payroll.
2. Ability to deal with enormous quantities of financial data.
3. Accurate recording of all cash activity on a daily basis.
4. Detailed knowledge of electronic banking systems.Numeracy skills, credit control, updating spreadsheets, and MS Office and Excel.
5. Prepare and Control Financial year Budget.
6. Deal with Accountant General Pakistan (AGPR) and vendors.
7. Maintain Cash Book.
8. Maintain Petty Cash.
9. Prepared financial year statement.
10. Post general entries.
11. Check final settlement of the employees.
12. Reconcile vendors ledgers.
13. Book payment in system.
14. Reconcile bank statement.

EDUCATION AND TRAINING

Master Of Commerce

Federal Urdu University Islamabad [08/09/2012 – 10/06/2014]

Address: Zero Point Islamabad Zero Point Islamabad , 44000 Islamabad (Pakistan)

Website: <https://www.fuuastisb.edu.pk/>

Bachelor Of Commerce

Punjab University Lahore [10/04/2009 – 10/12/2011]

Address: F7H8+HFV, Canal Rd, Quaid-i-Azam Campus, Lahore, Punjab F7H8+HFV, Canal Rd, Quaid-i-Azam Campus, Lahore, Punjab, 54700 Lahore (Pakistan)

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

DIGITAL SKILLS

Microsoft Office / ERP / Accounting / Outlook