

AHMED RAZA

Nationality: Pakistani **Date of birth:** 28/11/2003 **Gender:** Male  **Phone number:** (+92) 3128701209

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 **Home:** Islamabad (Pakistan)

ABOUT ME

A self-driven and motivated finance student seeking a challenging position in a dynamic organization with the aim to contribute towards organizational success by performing consistently and effectively applying my skills in a professional motivating environment.

WORK EXPERIENCE

ASSISTANT ACCOUNTANT

TAIBAH STEEL & RE-ROLLING MILL PVT. LTD [04/12/2022 – Current]

City: ISLAMABAD | Country: Pakistan

- Bookkeeping of Daily Transactions (Cash Receipts & Cash Payment, Bank Receipts & Bank Payments)
- Bookkeeping of Daily Invoices (Sale Invoices, Purchasing of Raw Materials & Finished Inventory)
- Maintaining Accurate Financial Records using Oracle and QuickBooks Software
- Making Trial Balance at the end of the every month
- Evaluated and reconciled bank accounts and resolved any discrepancies
- Daily basis bookkeeping and accounts maintenance
- Well-equipped in using and handling ORACLE MIS, Excel, and QuickBooks.
- Corporate compliance i.e. registrations and filings with statutory bodies (SECP, Trademark, Income Tax, Sales Tax, etc.)

MANAGEMENT TRAINEE OFFICER

Cool Land Tours [01/04/2022 – 31/10/2022]

City: ISLAMABAD | Country: Pakistan

- Maintaining financial records and accounts
- Assisting in financial reporting and analysis
- Coordinating with the accounts team for timely payments and cash flow management
- Ensuring compliance with company financial policies and procedures

EDUCATION AND TRAINING

CMA FINALIST

Institute Of Cost & Management Accountant (ICMAP) [07/10/2021 – Current]

City: ISLAMABAD | Country: Pakistan | Website: www.icmainternational.com

Papers Cleared (15/18)

IINTERMEDIATE IN PRE - ENGINEERING

Federal Board of Intermediate and Secondary Education [01/08/2019 – 30/08/2021]

City: ISLAMABAD | Country: Pakistan

MATRICULATION IN SCIENCES

Federal Board of Intermediate and Secondary Education [01/04/2017 – 06/2019]

City: ISLAMABAD | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 **READING** B2 **WRITING** B1

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Quick Books / MS Office (Word, Excel-VBA, Power Point) / Account and Finance / TAXATION / Regulatory and Compliance Monitoring / SAP (System, Application & Products) / Audit and Assurance / Oracle User / MANAGEMENT INFORMATION SYSTEMS

HOBBIES AND INTERESTS

Cricket

Travelling

Table Tennis

CERTIFICATION & TRAINING

[08/07/2024 – 15/11/2024]

SAP (System, Application & Products),FI MODULE

- General Ledger Accounting (FI-GL),
- Accounts Payable (FI-AP),
- Accounts Receivable (FI-AR),
- Asset Accounting

MS Excel

- Getting Started with Microsoft Office Excel
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks
- Working with Functions
- Working with Lists
- Analyzing Data

REFERENCES

Will be provided on demand