
AHSAN HABIB QURESHI

Email: AHSAN2500500@gmail.com

Mobile No.: 092311-2500500

MUZAFFARABAD AJK



Career Highlights

My career objective is to acquire all challenging position in the relevant field. Key strengths are my ability as team worker and my innovative ideas of thinking to be different. I want to work in dynamic environment and to use my abilities and utilize my knowledge, skill and experience in the field.

Education:

NAME	Degree Type	Percentage/ CCGPA
MBA	Finance	70%

Work Experience:

Designation	Employer	Experience	Duties/Responsibilities
Finance Officer	<i>Virtual University of Pakistan</i>	02-01-2021 to 02-05-2023	➤ Plan budgets executes and monitors transaction ➤ Keep accurate records for all daily transactions ➤ Prepare balance sheets ➤ Process invoices ➤ Record accounts payable and accounts receivable ➤ Update internal systems with financial data ➤ Prepare monthly, quarterly and annual financial reports ➤ Reconcile bank statements ➤ Participate in financial audits ➤ Track bank deposits and payments ➤ Assist with budget preparation ➤ Review and implement financial policies

Finance Administrative	<i>Mir Continental Hotel & Restaurant</i>	September 2012 to February 2020	➤ Manage office supplies stock and place orders ➤ Prepare regular reports on expenses and office budgets ➤ Maintain and update company databases ➤ Organize a filing system for important and confidential company documents ➤ Answer queries by employees and clients ➤ Update office policies as needed ➤ Maintain a company calendar and schedule appointments ➤ Book meeting rooms as required ➤ Distribute and store correspondence (e.g. letters, emails and packages) ➤ Prepare reports and presentations with statistical data, as assigned ➤ Arrange travel and accommodations ➤ Schedule in-house and external events
Admin & Finance Officer	<i>Zong & Muzaffarabad communication</i>	15-06-2016 to 15-06-2018	➤ Managing office supplies stock and placing orders ➤ Preparing regular financial and administrative reports ➤ Administration of company databases ➤ Keeping accurate records for all daily transactions ➤ Preparing balance sheets ➤ Processing invoices
DBMS Officer	<i>Altaf water co-</i>	01-04-2014 To 2016	➤ Enhances the effectiveness of database tools and services. ➤ Updates systems when necessary and creates data backups ➤ Ensures that information is backed-up and secured. ➤ Restores lost data ➤ Reports to top management teams. ➤ Keeps up to date with technological developments.

KEY SKILLS AND COMPETENCIES :

- A motivated and pragmatic leader
- Evaluating and decision making
- Leader, team player and an efficient organizer.
- Good presentation skills
- Excellent written and verbal communication skills.
- Proficient in Microsoft Word and Power-point
- Research Analysis, Presentation and Computer Skills.
- Ability to work autonomously and as part of a team.
- An excellent understanding of International relation theories and policy making.
- Media and Mass Communication.
- Strategic planning, policy Development and implementation

• Computer skill

- **Computer Software:** Introduction to C-language, Object-Oriented Programming (Java), UML, Internet.
- **Computer Hardware:** Digital logic Design, Computer Organization and Architecture.
- **Software Packages:** Dream Weaver, Visual Basic, Enterprise Architecture, Microsoft Office.
- PEACH TREE SOFTWARE

Hobbies

Reading Books and Newspapers, Online ... Research

Language:

English Urdu Hindko

Reference:

Will provide on demand.....