

DANIYAL AHMED

FINANCE & ADMIN MANAGER

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House-165, Street-50, G-14/4, Islamabad

PROFILE

A highly motivated professional with 10+ years of experience in administration, accounting, and auditing. Strong background in business studies and a proven ability to manage operations and ensure financial accuracy. Seeking to contribute expertise to a reputable company, driving success and growth.

EDUCATION

2013 - 2017

BAHRIA UNIVERSITY

- MBA FINANCE & MARKETING

2010 - 2012

UNIVERSITY OF THE PUNJAB

- B.COM ACCOUNTING

WORK EXPERIENCE

2023 - PRESENT

CODRIVITY (PVT) LTD, ISLAMABAD

ASSISTANT MANAGER FINANCE & ADMIN,

- Maintained client transaction records, oversaw monthly financial closings, and managed project financing.
- Vendor key account metrics, process payments, and ensure financial statement accuracy through audits.
- Collaborate with IT to automate audit processes, reducing cycle time by 25%.

2022 - 2023

TURNKEY ASSOCIATES, ISLAMABAD

SENIOR FINANCE & ADMIN OFFICER

- Oversee financial reporting, budgeting, forecasting, and cash flow management.
- Supervise accounting functions, ensuring accurate records and timely reconciliation.
- Ensure compliance with financial regulations and support audits.
- Implement and optimize financial systems for operational efficiency.

2019 - 2022

MULTI-TECH SYSTEMS (PVT) LTD, ISLAMABAD

ADMIN & ACCOUNTS ASSISTANT

- Maintain financial records and assist with financial reporting.
- Process invoices, receipts, and payments accurately.
- Handle administrative tasks, including filing and office organization.
- Assist with payroll, reimbursements, and month-end closing.
- Manage office supplies and coordinate resources.

SKILLS

- Accounting skills
- Technical skills
- Financial literacy
- Budget management
- Communication skills
- Financial statements
- Reconciliation Microsoft
- Excel

COURSES

- Project Management certificate program (Google)

2016 - 2017

SUNBEAMS NGO, ISLAMABAD

ADMIN & ACCOUNTS OFFICER

- Keep track of donors and fundraisers.
- Site viewing for establishing schools.
- Reducing and minimizing cost.
- Work with different school management.

2013 - 2016

MODISH MEN'S WEAR

SALES AND MARKETING HEAD

- Ensure profit maximization.
- Promotion of brand
- Communication with customers
- Track record of daily sales
- Accounts management
- Inventory management