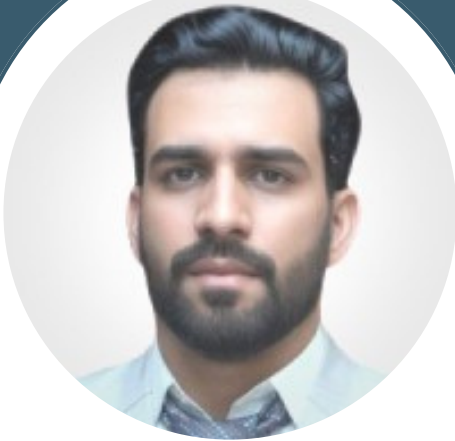




KABEER AHMED

ABOUT ME

Highly motivated and results-oriented with experience in financial reporting, tax compliance, and cash flow management. Proven ability to maintain accurate financial records, reconcile accounts, and contribute to efficient financial operations.

EXPERIENCE

AWT Investments Limited

Finance Officer

2024 - Present

Preparing daily reports including portfolio reports, cash flow reports, and fund position reports. Also handling bank reconciliation statements for AMC and Provident Fund accounts, preparing and submitting Sales Tax Returns (SRB), and submitting weekly withholding income tax details. Duties include preparing quarterly and annual withholding tax statements, monthly MGM reports, and monthly SECP reports for AMC. Additionally, maintaining the fixed asset register, recording monthly amortization of prepaid expenses, and assisting in the preparation of financial statements.

Metropole Laboratories Private Limited

Account Officer

2023 - 2024

Maintain accurate and up-to-date financial records. Prepare and send invoices and track outstanding payments. Verify records against original documents for accuracy. Process invoices and record payments. Communicate with customers regarding payments and account matters. Respond to client queries about invoices and transactions.

IC Solution Medical Billing Company

Billing Executive

2021 - 2022

Prepare and enter patient billing information accurately. Contact insurance companies to resolve claim issues and verify eligibility and authorizations. Check patient insurance coverage through online portals. Assist with medical coding (ICD-9/ICD-10). Process medical claims and update billing records in the system.

EDUCATION

Master of Business Administration

Bahria University 2021 - 2022

Bachelor of Business Administration

Arid Agriculture University 2016 - 2020

SKILLS

- Communication
- Time management
- Organization
- Technical skills
- Creativity
- Research

LANGUAGES

- English
- Urdu