

AHMAD NAWAZ

Professional Résumé

Date of Birth: 02 - Oct - 2000 **Age:** 20 Years
Address: House # 7, Street 13, Gulshan Park Ghazi Peer, Mughalpura Lahore Cantt.
Contact: **Cell:** (92-316) 4322144
Email(s): 03164322144ahmad@gmail.com



Objective: To grow with the organization being a valuable strategic partner of management team of organization.

Work Experience

Organization : T 4 Travels Pvt. Ltd.
Organization Type : Travelling Agency
Designation : Assistant Accounts Manager
Tenure : Mar-18 to Nov-20
Location : Lahore, Pakistan
Area(s) of Experience : Accounts & Finance
Reporting to : Accounts Manager
Brief Job Description : Maintain & update cash books on daily basis.
Maintain & update employee ledgers on daily basis.
Maintain & update sale reports of LCC portals & LCC Supplier ledgers on daily basis.
Sales Analysis on daily & Monthly Basis.
Maintain accounts of general ledgers & expenses ledgers etc.
Preparation of Banks Reconciliation Statements.
Reconciliation of Suppliers and BSP

Organization : Soft Tech Bridge
Organization Type : Software House
Designation : Graphic Designer & Frontend Developer.
Tenure : Nov-20 to Till Date
Location : Lahore, Pakistan
Area(s) of Experience : Designing & Development
Reporting to : Manager
Brief Job Description : Logo Designing.
Broucher Designing.
Company Profiles.
Picture Formatting for Webpages.
Social media ads for marketing purpose.
Single Page Website Designs.
Coding Webpages using HTML, CSS & JavaScript.
Complete Task before given time.

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	BSCS	LGU	Programming	Continued
2	FSc. (Pre-Engineering)	BISE Lahore	Math	2020
3	Matric	BISE Lahore	Science	2018

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	ERP	Excellent	Nov 2020
2	MS Office	Excellent	Currently Using
3	Financial Analysis Tools	Excellent	Nov 2020
4	Adobe Photoshop	Excellent	Currently Using
5	Adobe Illustrator	Good	Currently Using
6	Adobe XD	Good	Currently Using

Programminq Skills & Lanquages

Sr.	Language	Proficiency Level	Last Used / Practiced
1	HTML5	Good	Currently Using
2	CSS3	Good	Currently Using
3	Bootstrap 4 & 5 (CSS Framework)	Good	Currently Using
4	JavaScript (ES6)	Beginners Level	Currently Using
5	Python3	Beginners Level	Currently Using
6	Django (Python Web Framework)	Beginners Level	Currently Using

Personal Information

Father's Name : Muhammad Nawaz
Marital Status : Single
CNIC No. : 35201-4424324-9
Religion : Islam
Language Competency : Urdu, Punjabi & English.

References

Any reference shall be endorsed as demanded.
