AHMEDRAZA

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Summary

Experienced in managing **Accounts Payable & Receivable, Bank Reconciliation, Financial Reporting, Payroll Management, Tax Filing, Budgeting, and Preparation of Balance Sheets & Profit and Loss Statements. Skilled in maintaining accurate records, ensuring compliance, and supporting efficient financial decision-making.**

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# Experience

*Jan 2021 – Present*

* Managed **Accounts Payable & Receivable** and maintained accurate financial records.
* Prepared **Profit & Loss Statements, Balance Sheets, and Financial Reports**.
* Handled **Bank Reconciliation, Payroll, and Tax Filing**.
* Assisted in **budgeting, cost control, and internal audits**.

**Assistant Accountant – ABC Firm, Lahore**  
*Jul 2018 – Dec 2020*

* Maintained day-to-day accounting operations and vouchers.
* Prepared monthly **expense and income statements**.
* Supported **external audits** and ensured compliance with accounting standards.

# Skills

* Financial Accounting & Reporting
* Accounts Payable & Receivable Management
* Bank Reconciliation
* Payroll Processing
* Taxation & Compliance
* Budgeting & Forecasting
* MS Excel & Accounting Software (e.g., QuickBooks, Tally, ERP)

# Education

**Master of Commerce (M.Com)** – University of Karachi — *2022*  
**Bachelor of Commerce (B.Com)** – University of Karachi — *2020*  
**Intermediate in Commerce (I.Com)** – Govt. College Karachi — *2018*  
**Matriculation (Science)** – Govt. School Karachi — *2016*