



# SHEHRYAR AHMAD

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Address Jebel Ali, Dubai, United Arab Emirates

## EXECUTIVE SUMMARY

To succeed in an environment of growth and excellence to earn a job which provides me job satisfaction, self-development and help me to achieve personal as well as organizational goals.

## PERSONAL DETAIL

Name Shehryar Ahmad

Father Muhammad Sharif

## PASSPORT/VISA

Status Visit Visa

Passport No MQ1177032

Date of Expiry 08-June-2033

## LANGUAGE

Arabic Beginner

English Good

## SKILLS

- Time Management
- Customer Service Skill
- Creativity
- Teamwork
- Adaptability
- Problem-Solving
- Communication
- Leadership Skill
- Technical Skills

Quick Book



Ms Office



## **EDUCATION**

**M.sc (Accounting & Finance) 2018**

The Islamia University of Bahawalpur

Degree is Attested by

Pakistan & UAE



## **WORK EXPERIENCE**

**Accounts Officer (Nov/2022-Feb/2024)**

Jageer Seed Corporation, Pakistan

- Enter and maintaining financial records in system on daily basis
- Transactions recording and reconciliation
- Negotiations with vendors
- Create invoices, bills, credit and debit memos
- Maintaining account receivables and payables
- Collaboration with cross functional teams and other staff
- Demonstrated proficiency in MS Excel & Intuit QuickBooks

**Cashier & Banking Officer (Dec/2019-Nov/2022)**

The Bank of Punjab, Pakistan

- Supervision of cash and clearing activities
- Maintaining cash book and vault registers
- Issuance of payments, Cash deposits and salaries postings
- Handling of cash and proper reconciliation
- Assignment works

**Accountant Cum Computer Operator (Sept/2018-Nov/2019)**

Asia Ghee Mills (Pvt.) Ltd, Pakistan

- Adept at swiftly and accurately entering data
- Maintaining records, and providing administrative support
- Create spreadsheets to track important customer information and orders
- Transfer data from hard copy to a digital database
- Update customer information in a database
- Organize existing data in a spreadsheet
- Verify outdated data and make any necessary changes to records
- Excelled in optimizing workflow processes to enhance overall office productivity