



# Faizan Ahmad

My goal is to excel in the field of finance with maintaining a professional behavior in the working environment.

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03151258629

Peshawar

## EDUCATION

**CFA Level 1 Candidate**  
CFA Institute

**BS (Accounting & Finance) ACCA Accredited**  
Institute of Management Sciences, Peshawar

Major in Accounting & Finance

**FSC Pre-Engineering**  
Government College Peshawar

Major in Physics, Chemistry & Math

## SKILLS

QuickBooks

Microsoft Excel

Microsoft Word

Data Entry

Microsoft Powerpoint

Team Work

## CERTIFICATES

**QuickBooks (06/2020 - 09/2020)**

*Creating Charts of Accounts, Customers, Vendors, Managing Accounts Payables, Accounts Receivables and Inventory. Recording day-to-day Transaction.*

**Excel Skills for Business: Essentials (03/2020 - 04/2020)**

*Formatting, Sorting, Conditional Formatting and Charts.*

**Excel Skills for Business: Intermediate I (04/2020 - 05/2020)**

*Working with multiple Worksheets, Summarizing Data, Tables Pivot Tables & Pivot Charts and Slicers.*

**Excel Skills for Business: Intermediate II (05/2020 - 06/2020)**

*Data Validation, Applying Conditional logics, Automating Lookups, Protecting Sheets & Workbooks and Macros.*

**Excel Skills for Business: Advanced (06/2020 - 07/2020)**

*Spreadsheet Design & Documentation, Financial Modeling & Financial Functions and Building a Professional Dashboard.*

## LANGUAGES

English

Urdu

Pashto

## INTERESTS

Fitness

Kick Boxing