

FAYYAZ AHMED

Address: House# 132, Street # 9, Awajid Orangi Town, Karachi.
Cell: 0333-0317251



Objective:

To work with dedication & honesty in a growing and challenging Environment that can best utilize my expertise. Seeking a Place In an Objective oriented organization With determination of achieving the assigned targets Utilizing my skills and abilities.

Personal Profile:

Father's Name	:	Iftikhar-ul-Haq
Gender	:	Male
Date of Birth	:	27-12-1987
Marital Status	:	Married
CNIC#	:	42401-9705060-5
Nationality	:	Pakistani
Religion	:	Islam

Qualification:

- B.Com From Karachi University 2010
- F.Sc (Pre.Eng) From Govt Islamia Science College ,Karachi 2007
- Matriculation (Science) from Karachi Board. 2005

Working experience:

- 6 years experience as Account Assistant at Sarhad Plastic (**Ongoing**).
- 1 years experience as Finance Officer in K&N's.
- 3 years as a General Accountant in Karim Food KSA.

Job Responsibilities

- Good Command of Excel and have good skills to understand Payroll process.
- Excellent customer service & communication skills.
- Ability to handle large volumes of invoices.
- Documentation.
- Bank reconciliation, Cash flow, Monthly sales/stock reports etc.
- Physical inventory
- Good command to keep records.

Languages:

- Urdu
- English

Reference:

Reference upon request.