



Mushtaq Ahmed

Date of birth: 14/11/1986 | **Nationality:** Pakistani | **Phone number:**

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ABOUT ME

I have more than 10 years' experience in which 5 years' experience in the field of accounting and book keeping. I have worked in **Saudi Arabia as an Accountant (5 Years)**. I also have worked before in below categories jobs **"Admin Assistant, Data Entry, Time Keeper, Inventory controller, Warehouse Assistant"**.

WORK EXPERIENCE

01/11/2020 – CURRENT Karachi, Pakistan

PAYROLL & ACCOUNT PAYABLE (ACCOUNTANT). CHHIPA WELFARE ASSOCIATION, KARACHI, PAKISTAN

Review and verify all invoices for appropriate documentation and approval prior to payment and process check requests, sort, code and match invoices, set invoices up for payment, enter and upload invoices into company own computerized accounting software system, track expenses and process expense reports, charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries, prepare and process electronic transfers and payments, prepare and perform check runs, post transactions to journals, ledgers and other records, reconcile accounts payable transactions & vendor statements, prepare analysis of accounts monitor, accounts to ensure payments are up to date, research and resolve invoice discrepancies and issues, maintain vendor files, correspond with vendors and respond to inquiries, produce monthly reports, assist with month end closing, Sort and distribute incoming mail, Prioritize invoices according to cash discount potential and payment terms, Assist with monthly payroll process.

30/06/2015 – 31/08/2020 Al Khobar, Saudi Arabia

"ACCOUNTANT, ACCOUNT ASSISTANT, ADMIN ASSISTANT, DATA ENTRY, TIME KEEPER, INVENTORY CONTROLLER, WAREHOUSE ASSISTANT" SUROOH AL JAZEERA GROUP., AL KHOBAR, SAUDI ARABIA

Surooh Al Jazeera Group is a Contracting & Trading company approved by ARAMCO, SABIC, MA'ADEN. Maintaining General Ledger, Preparation of Profit & Loss Accounts and Balance Sheet. Employees Payroll, Responsible for Collection of Receivables and to make payments to the suppliers. Supervising subordinates to keep the books of accounts up to date and accurate. Preparation of Payroll, Manpower supplier Time Sheet Distribution of Salary, Bank Reconciliation Statement, Project Cost Comparison Statement. I am having sound practical knowledge in preparation of ARAMCO INVOICES. Responsible to prepare and submit Aramco Invoices through ARAMCO PORTAL, Following up for collection of dues from Aramco.

Admin Assistant, Data Entry, Time Keeper.

Answer and direct phone calls, Organize and schedule appointments, Plan meetings and take detailed minutes, Write and distribute email, correspondence memos, letters, faxes and forms, Assist in the preparation of regularly scheduled reports, Develop and maintain a filing system, Update and maintain office policies and procedures, Order office supplies and research new deals and suppliers, Maintain contact lists, Book travel arrangements, Submit and reconcile expense reports, Provide general support to visitors, Act as the point of contact for internal and external clients, Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.

Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners, Type in data provided directly from customers, Create spreadsheets with large numbers of figures without mistakes, Verify data by comparing it to source documents, Update existing data, Retrieve data from the database or electronic files as requested, Perform regular backups to ensure data preservation.

Access an employee's timecard from any computer, Adjust (hours) hours worked and any time off (leave) an employee has recorded, Approve an employee's timecard at the end of each pay period, Have visible access to an employee's time worked and leave, View an employee's vacation, sick leave, and comp time balances and total hours worked, Assign

schedules, Assist supervisors with questions regarding their employee's timecard, Modify custom fields such as overtime and meal break designations, Process historical edits (time adjusted for prior periods that have been signed off, Sign-off on departmental timecards.

31/01/2007 – 30/01/2014 Karachi, Pakistan

TRANSPORT SUPERVISOR & ACCOUNT ASSISTANT THE CITIZENS FOUNDATION. KARACHI PAKISTAN

● EDUCATION AND TRAINING

01/11/2017 – 10/03/2018 Karachi, Pakistan

SUPPLY CHAIN MANAGEMENT (WITH SIX SIGMA) CERTIFICATE. Skill Development Council Karachi, (Ministry Of Federal Education).

Address Karachi, Pakistan, Karachi, Pakistan | **Website** <https://sdckarachi.org.pk>

01/12/2017 – 30/04/2018 Karachi, Pakistan

DIPLOMA COMPUTERIZED ACCOUNTING & ADVANCE EXCEL Skill Development Council Karachi, (Ministry Of Federal Education).

Address Karachi, Pakistan, Karachi, Pakistan | **Website** <https://sdckarachi.org.pk>

01/01/2004 – 31/12/2007 Karachi, Pakistan

GRADUATION B.COM (COST ACCOUNTING, ADVANCE ACCOUNTING, AND STATISTICS) University Of Karachi, Pakistan.

Address Karachi, Pakistan, Karachi, Pakistan | **Website** <https://uok.edu.pk/>

10/02/2003 – 29/02/2004 Karachi, Pakistan

DIPLOMA INFORMATION TECHNOLOGY ++ NCR Education Center Karachi.

Address Karachi, Pakistan, Karachi, Pakistan | **Website** <https://www.ncr-cet.com/>

15/10/2001 – 28/02/2002 Karachi, Pakistan

COMPUTER HARDWARE & NETWORKING CERTIFICATE Computer Universe Karachi.

Address Karachi, Pakistan, Karachi, Pakistan | **Website** <https://www.computeruniverse.net/en>

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A2	B1	A2	A2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Gmail | Internet user | Outlook | Decision-making | Google Drive | Responsibility | WhatsApp | E-mail use | Friendly

● ADDITIONAL INFORMATION

MUSHTAQ AHMED PASSPORT DETAILS.

03/03/2015 – 28/02/2025

Passport Number : YE1157432
