

**ZUBAIR AHMED**

**PERSONAL INFORMATION:**

Father’s Name : Ejaz Ahmad Minhas

Date of Birth : 07-10-1988

Domicile : Punjab, Distt Rawalpindi

CNIC # : 37405-0475137-1

Nationality : Pakistani

Contact No : +92-332-5351396

Marital Status : Married

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Address : House # F-174/I, CB # 1361 Near Sweet & Spice, Afshan Colony,Rawalpindi Cantt.

**OBJECTIVE:**

To make a place in a financial Management in Institution world by dedicating honesty and hard work and to provide myself with the corporate & Communication skills.

**EDUCATION QUALIFICATION:**

* **CMA From Institute of Cost & Management Accounts Pakistan (2 STAGES QUALIFIED)**
* **B.Com IT From University of the Punjab ,851/1500 (2008-09)**
* **D.Com Accounts From Government College of Commerce Rawalpindi, 822/1200 (2006-07)**
* **Matric Computer From Federal Board , 620/1050(2004-05)**

**OTHER COURSES:**

* **Advance IT (6 Months) From AGT Institute of Technical & Professional Education (2019)**
* **Electronics Course From CIT(College of Information Technology) (2005)**
* **English Language Course From CIT(College of Information Technology) (2005)**
* **Graphics Course From CIT(College of Information Technology) (2005)**

**Majeed Plaza Bank Road Saddar Rawalpindi**

**PROFESSIONAL SKILLS:**

**Computer Basics**

* Advance IT
* Office Automation
* MS Windows
* Software Installation and Troubleshooting.

**EXPERIENCE:**

* Working as Officer Accounts, Administrator & Assistant to Head Mistress in The **City School since 11Aug 2017 to till date.**
* Worked as an Accountant in Batterjee Juice & Ice Cream Company since **March 2014 to May 2017 (in Kingdom of Saudia Arabia)**
* **Entering daily sales data in company ERP system**
* Daily Basis Reporting and Reconciliation
* Handling all Bank Matters
* Maintaining Petty Cash Vouchers
* Maintaining all the record of Collection for salesman Credit and Invoices.
* Inquiring all the Salesman Credit by invoices in Market on quarterly basis.
* Maintaining staff payroll entries
* Maintaining **Branch Account** & **Sales Summary** for every Salesman and Factory stock for
* Juice, Ice Cream, Honey, Spice.
* Worked as an **ADMIN & ACCOUNTANT** in Dar-e- Arqam School (Lalazar Campus) **March 2011 to Oct 2013**.
* Worked as an **ACCOUNTANT & CASHIER** in **CHUNGPA CHINESE RESTAURANT.** From **May 2010 to May 2011**.
* Internship in **BANK OF PUNJAB Main Branch**, Gul-e-Akra Plaza Murree Road Rawalpindi for Three Months from June 2007 to August 2007.
* Account Opening
* Lodgment of Cheques, Realization
* Issuance of DD,TT,MT,PO and their payments
* Maintenance of Different Register/reports.
* Disbursement /Recovery of Finance etc.
* **Data Entry**.
* Internship in **ASKARI BANK LIMITED Main Branch.** AWT Plaza the Mall Road Rawalpindi for Six Months from Nov 2009 to April 2010.
* **Accounts Department**
* Sorting of Vouchers ,Record Keeping ,Inquiry Handling
* **Clearing Department**
* Lodgment of Cheques, Deposit of Cheques, Clearing of Cheques
* **Deposit Department**
* Issuance of statement
* Filling the Deposit Slips
* Guidance of Customer
* **Credit Department**
* Loans of different types
* **F.T Department**
* Signature Verification from SS Cards

**LANGUAGES:**

* English, Urdu, Arabic

**REFERENCE:**

Reference will be provided if necessary