



EJAZ AHMAD

ADMIN/FINANCE/ACCOUNTS/DATA

PERSONAL INFO

- **ID Card**
QC117119
- **Date of Birth**
13/02/2000
- **Gender**
Male
- **Marital Status**
Single
- **Nationality**
Pakistani
- **Phone#**
971569370387
- **Email**
ijazahmadsixx@gmail.com
- **Address**
New Industrial Area Ajman

SKILLS

- Quickbooks Desktop & Quickbooks Online
- Tally ERP 9 & Tally Prime
- MS Office(Ms Word,Excel,PPT)
- Data Analytics(Excel,Google Sheets,Google Forms)
- Excel(Data Sorting and Filtering,Pivot Tables and many more)
- Microsoft Power BI
- Data Entry Skills
- Strong Communication Skills
- Critical Thinking And Problem Solving skills.

INTEREST

- Reading(Mostly Non-Fiction)
- Cricket
- Football

LANGUAGES

- English
- Urdu
- Hindi
- Pashto

OBJECTIVES

To secure a challenging position in a reputable organization to expand my learnings,knowledge, and skills,while making a significant contribution to the success of the organization.

EDUCATION

University of Peshawar 27/06/2022	Bachelor of Business Administration(Hons)-Finance Percentage : 81%
Government College Of Management Sciences Peshawar 24/06/2022	Diploma in Information Technology/Computer Science Percentage : 81%
BISEP(Peshawar) 06/08/2017	Higher Secondary School Certificate Percentage : 68%
BISEP(Peshawar) 20/06/2015	Secondary School Certificate Percentage : 83%
Certificates 04/11/2022	1.Data Analytics And Business Intelligence(Ignite). 2.Analytics in Accounting And Finance(Edx). 3.Business Communication(Udemy). 4.Creative Writing. Percentage : 100

WORK EXPERIENCE

Sadiq Exchange Company Pvt Ltd. 01/03/2022- 05/11/2022	Teller/Data Entry Operator Remittances/Payments of Western Union,Moneygram and Ria. Data Collection For Compliance. Data Entries. Accounting Entries(JV,CP) Usage of Financial Management System(FMS). Telegraphic Transfer(TT) and Demand Draft(DD). Currency Exchange. Customer Profile making. Customer Screening. Know your customer(KYC) Operations. Filing and Documentations. Mails Activities.(Outlook) Daily Cash Reports(Excel).
City Medical Center 25/05/2017- 20/10/2017	Computer Operator Mostly Usage of MS Office(Ms Word,Excel).
MCB Bank 01/11/2021- 31/12/2021	Intern Worked as Intern. Accounts Opening. Remittances.