



AWAIS AHMED

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CORE QUALIFICATIONS

- Leadership
- Able to make well-informed decisions under pressure
- Interpreting data and metrics
- Managing budgets and resources
- Building teams
- Excellent typing speed
- Strong organizational skills

ADDITIONAL INFORMATION

- Catalyst
- Oracle ERP
- Operating Systems: Windows 10
- Software: MS Office (Word, Excel, PowerPoint, Outlook)
- Financial Tools and Applications

PROFESSIONAL SUMMARY

Experienced, result-oriented, and self-motivated Accounting, Finance 6+ years of exposure and proven ability in providing financial, audit. And taxation Highly experienced in performing various accounting tasks such as preparing budgets and financial reports, managing accounting records, handling payments, and preparing payroll documents. Proficient in assisting the auditing team with the planning and administration of audit assignments.

EXPERIENCE

September 2022 – June 2023

Senior executive Branches Accountant NM Furnishers | GJT, Pakistan

- Checked, audited, and approved vendor requisitions for branches, ensuring compliance with internal control procedures, budgetary limits, and procurement policies.
- Reconcile the transactions recorded in the branch daybooks with other financial records, such as bank statements, general ledger accounts, and inter-branch accounts.
- Oversaw financial activities for multiple branches, including accountants reconciliation, cash management, and payroll processing.
- Prepared monthly, quarterly, and annual financial reports
- Manage tax compliance, including filing returns and responding to inquiries from tax authorities.
- Implemented internal controls and procedures to ensure accurate financial data and minimize risks
- Coordinated with auditors during annual audits, providing necessary documentation and resolving any issues
- Collaborating with branch managers to develop annual budgets and financial forecasts, monitoring performance against budgets, and providing insights on financial variances.
- Utilized accounting software "Oracle" to manage financial transactions and generate reports.

April 2017 - August 2022

Senior Accountant at Dildar & Son's Travel & Tour | GJT, Pakistan

- Managed financial operations, including accounts payable, accounts receivable, and general ledger functions.
- Conducted financial analysis and prepared accurate financial statements
- Implemented internal controls and procedures to improve financial operations and mitigate risks.
- Preparation and supervision of online filling of Withholding tax statements
- Preparation and e-filing of annual Income Tax returns of the Companies

- Handle Sales Tax, Income Tax Audit matters
- Compliance of show cause notices

SKILLS:

- Financial analysis and reporting
- Budgeting and forecasting
- General ledger management
- Accounts payable and receivable
- Tax planning and compliance
- Financial statement preparation
- Proficient in accounting software (Catalyst / Oracle)
- Strong attention to detail and accuracy
- Excellent analytical and problem-solving skills
- Effective communication and teamwork

EDUCATION

2017

B.com | Accounting & Finance

University of The Allama Iqbal, Lahore, Pakistan

2014

I.com | Accounting & Finance

BISE Gujranwala, Gujranwala, Pakistan

2012

Matriculation |

BISE Gujranwala, Gujranwala, Pakistan

LANGUAGES

Punjabi

English

Hindi

Urdu

I.T EXPERTISE

- **Operating Systems:**
- Windows10, Windows 12, vista, Me, All.
- **Software:**
- Photoshop, Illustrator, Premiere Pro, After Effect,
- **Office:.**
- Exel, word, Powerpoint,
- **Accounting softwares:-**
- Catalyst, Oracle

Adobe 9 software. + Hardware Software