

EJAZ AHMAD

Finance Graduate

Dedicated and results-oriented professional with a Bachelor's degree in Business Administration with honors and specialization in Finance. Seeking to leverage my skills and experience in finance, as well as my proficiency in various software tools, to contribute effectively to a dynamic organization.



WORK EXPERIENCE

AMANOON IT TRADING LLC | ACCOUNTANT

Nov. 2022 – Till Date.

- Managing financial transactions.
- Collaboration with the finance team to reconcile accounts and maintain records.
- Inventory management.

SADIQ EXCHANGE PVT LTD | CASH TELLER

Mar. 2022 - Nov. 2022

- Managing financial transactions
- Collaboration with the finance team to reconcile accounts and maintain records.
- Remittances operations.

MCB BANK | INTERNEE

Nov. 2021 - Dec. 2021

- Supported the banking team in customer account management and transaction processing.
- Provided excellent customer service and resolved inquiries in a timely manner.

EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION (HONS)- FINANCE

UNIVERSITY OF PESHAWAR / PESHAWAR

GRADUATION DATE: FEB .2022

DIPLOMA IN INFORMATION TECHNOLOGY

GOVERNMENT COLLEGE OF MANAGEMENT SCIENCES/ PESHAWAR

GRADUATION DATE: Jun 2022

HIGHER SECONDARY SCHOOL CERTIFICATE

LEEDS COLLEGE OF ARTS AND SCIENCE / PSHAWAR

END DATE: JUN 2017

HIGHER SECONDARY SCHOOL CERTIFICATE

BISEP / PESHAWAR

END DATE: JUN 2015

CONTACT

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SKILLS

- Customer Service
- MS Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- QuickBooks
- Tally ERP
- Odoo
- Data Analytics
- Problem Solving Skills
- Time Management

LANGUAGES

- English
- Urdu
- Hindi
- Pashto

INTEREST

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