



PROFILE

Experience as an Accountant of Construction, Oil & Gas field with 4 years and Banking Sector of Customer Service Professional with 5 years, seeking an important function in the HSE industry where I can guarantee that I am capable and responsible for the chores. Dedicated to providing quality service, willing to learn and at same time-share brilliant ideas with the whole system to contribute to the company's success.

CONTACT NO

+971 52 2114622

EMAIL

Romanahmad055@gmail.com

LANGUAGES

English

Urdu

Pashto

UAE DRIVING LICENSE

License # 2931970
Issue Place Abu Dhabi
Date of Issue 29 Aug 2023
Date of Expire 28 Aug 2025

PASSPORT DETAILS

Passport # BP1165092
Issue Place Peshawar
Date of Issue 16 Aug 2019
Date of Expire 15 Aug 2029

ROMAN AHMAD

Post Apply for **ACCOUNTANT**

EDUCATION

[Bachelor's]

[2013 / 2015]

[University of Peshawar Pakistan]

[Intermediate]

[2009 / 2011]

[Board of Intermediate & Secondary Education Peshawar Pakistan]

[Matriculation]

[2007 / 2009]

[Board of Intermediate & Secondary Education Peshawar Pakistan]

WORK EXPERIENCE

[Target Engineering & Construction Company Abu Dhabi UAE]

[09 May 2019] – [Due Date]

[Accountant]



Duty & Responsibility:

- Preparing Monthly Financial Report and comparing with the Budget and providing necessary variance explanation
- Passing necessary daily, weekly and monthly entries in Oracle
- Coordinate with vendor for invoices related documentation.
- Handling Petty Cash act.
- Timely accounting of Payable invoices and processing payments after validation
- Managing the preparation of monthly invoice packages for all billable projects, including all applicable backup.
- Prepare outstanding reports.

[United Bank Limited Pakistan]

[01 Aug 2013] – [12 Jan 2018]

[Front Line Associate (Cash Teller)]

Duty & Responsibility:

- Calculate total payments received during a time period, and reconcile this with total sales
- Compute and record totals of transactions.
- Answer customers' questions and provide information on procedures or policies.



- Keep periodic balance sheets of amounts and numbers of transactions.
- Pay company bills by cash, vouchers, or cheques.
- Compile and maintain nonmonetary reports and record

SKILLS

- Oracle (Target Engineering & Construction LLC)
- Symbols (United Bank Limited)
- Excel
- Word
- Power Point
- Internet

PERSONAL INFORMATION

- | | |
|------------------|---------------|
| • Father Name | Amir Shah Gul |
| • Date of Birth | 10 May 1993 |
| • Gender | Male |
| • Marital Status | Unmarried |
| • Nationality | Pakistani |
| • Visa Status | Employment |

REFERENCE

Amgad Elbendari
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ROMAN AHMAD