



AQEEL AHMED

Accountant

Contact:

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Email ID:

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Visa Status:

Free Zone Visa Holder

Nationality:

Pakistani

Address :

Al Waha Street , AL Quoz 03, 00000 Dubai,
United Arab Emirates (Work)

About me

Seeking for a promising future with the opportunity to utilize potential and knowledge in a creative and educational environment aiming at the achievement of goal with hard work, dedication and distinction.

Education

■ Bachelor in Commerce

Federal University of Sci & Tech
Islamabad, Pakistan
30 MAR 2012 – 12 APR 2014

■ Diploma in Commerce

Business Management university
Punjab Board of Technical Education
Wuhan, China
11 MAR 2017 – 19 APR 2018

■ Matriculation Degree (Science Group)

AZAD KASHMIR, Pakistan
25 MAR 2008 – 13 APR 2010

Language

English ● ● ● ● ●

Urdu ● ● ● ● ●

Chinese ● ● ● ● ●

Work Experience

Reconciliation Assistant

Commercial Bank of Dubai, United Arab Emirates

13 SEP 2019 – Continue

- Perform verification and reconciliation of Cheques.
- Process and reconcile transactions of complex nature. Maintain appropriate files, documentation, and data.
- Handle inward/outward clearing for respective branches and transfer daily outward files to the Central bank within the cut-off time.
- Repairing various reports to check branch-wise collection/ processing, discrepancies, queries, finance, and Accumulated summary for management.

Computer Skills

1. Good typing speed for numeric and alphabetical data input.
2. Microsoft OS (XP, Windows 7, window 8, window 10)
3. Having excellent working knowledge and experience of MS Word, MS Excel, MS
4. Power Point, over 7 years
5. Outlook, Internet, and Multimedia.
6. Hardware/software 9-month academic course.
7. Excellent knowledge of software

Key Strengths

1. Good communication how clearly you convey your ideas.
2. Keen interested learning new things and prioritizing multiple tasks.
3. Planning skills sharing ideas with colleagues and seniors.
4. Quick learner and keen to have relevant work experience.
5. Ability to establish and maintain professional relationships with clients, colleagues, and external bodies.