



# Ahmad Hassan

**Date of birth:** 25/08/1999

**Nationality:** Pakistani

**Gender:** Male

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## ABOUT ME

Enthusiastic, Highly-motivated Business Administration with proven leadership capabilities, likes to take initiative and seek out new challenges. I have a basic understanding of Management and Finance and am looking for a good opportunity. Hard-working, proactive individual with strong problem-solving and communication skills and the ability to learn new concepts fast.

## EDUCATION AND TRAINING

18/08/2019 – 10/06/2023 Burewala, Pakistan

**BACHELOR IN BUSINESS ADMINISTRATION** University of Agriculture Faisalabad

**Website** <http://web.uaf.edu.pk/>

**Field of study** Business Administration, Finance

**Final grade** 3.3 / 4

## WORK EXPERIENCE

04/04/2020 – 30/08/2021 Vehari, Pakistan

**OPERATIONS ADMINISTRATOR** BABA FAREED SEEDS CORPORATION.

- Here, I handled the inventory and supply.
- Checked daily expenses reports.
- Checked the previous month's expenses to the current months or created a comparison report.
- Wages report.
- Created salary account report.
- Created yearly, financial or income statement.

**Business or Sector** Manufacturing | **Department** Finance |

**Address** 7KM, Multan road, Vehari., 61100, Vehari, Pakistan

## DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Powerpoint | Microsoft Excel | Social Media | Google Drive | Zoom

## LANGUAGE SKILLS

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● **ADDITIONAL INFORMATION**

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### **HONOURS AND AWARDS**

**Ehsaas Scholarship – University of Agriculture Faisalabad**

### **PROJECTS**

**Financial Statement and Ratio Analysis.** I had done this project individual in my 5th semester of BBA.

**Investment and Business Portfolio Management.** I had done this project individual in my 6th semester of BBA.

**Factors Affecting the Growth of Business (Research Assignment).** I had done this project individual in my 7th semester of BBA.

**Relationship between Assets and Liabilities in Balance-sheet.** I had done this project individual in my 8th semester of BBA.

### **ORGANISATIONAL SKILLS**

**Auditing**

**Management**

**Risk Management**

**Accountant**