



BURHAN AHMAD



CONTACT

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Abudhabi _ United Arab Emirates



OBJECTIVE

Detail-oriented and self-motivated accounts receivable specialist with 5+ years' documentation management experience. Proficient team player able to use cross-departmental collaboration to complete tasks and ensure operational accuracy and regulatory compliance.



EXPERIENCE

AL BADAR CARPENTRY _ ABUDHABI - UAE

2021 - Current

Accountant
Manage all accounting transactions and prepare budget forecasts.
Publish financial statements in time
Handle monthly, quarterly and annual closings.
Reconcile accounts payable and receivable.
Compute taxes and prepare vat filling & ensure timely bank payments.
Manage balance sheets and profit/loss statements.
Report on the company's financial health and liquidity.
Audit financial transactions and documents
Reinforce financial data confidentiality and conduct database backups when necessary.
Comply with financial policies and regulations.

Muslim Commercial Bank _ PAKISTAN

2019 - 2020

INTERNEE
Assisted in the posting of daily journal entries.
Helped with preparation of the periodical financial reports.
Helped in the reconciliation of account receivables and payables, banks, bill payments or inventories.
Helped with the forecasting and budgeting to manage expenses.
Documented the processes and key controls used during the auditing process.
Reported the finding and present them to the management.



EDUCATION

NCBA & E _ MULTAN - PAKISTAN

2020

Bachelor Of Business Administration (BBA Hon's)

B.I.S.E _ MULTAN - PAKISTAN

2015

Faculty Of Science (FSC)



SKILLS

Strong communication skill
Standard of accounting
Knowledge of regulatory
Accounts payable
Team work and collaboration
Attention to details
Time management skills
Interpersonal skills
Sales and marketing
Problem solving skills
MS office, Word, Excel ,PowerPoint
Web browsing



ACHIEVEMENTS & AWARDS

Certified In MS Office From Anax Institute Abu Dhabi - UAE.
Attended Finance Training Seminar From Anax Institute _ Abu Dhabi - UAE
Specialization in Banking & Finance



LANGUAGES

English
Urdu
Punjabi



PERSONAL DETAILS

Date of Birth : 07/07/1998
Marital Status : Single
Nationality : Pakistani
Religion : Muslim
Visa status : Employment visa