



Burhan Ahmad

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Objective

Detail-oriented and self-motivated accounts receivable specialist with +2 years' documentation management experience. Proficient team player able to use cross-departmental collaboration to complete tasks and ensure operational accuracy and regulatory compliance.

Education

2020	NCBA & E _ MULTAN - PAKISTAN Bachelor Of Business Administration (BBA Hon's)
2015	B.I.S.E _ MULTAN - PAKISTAN Faculty Of Science (FSC)

Experience

2021 - Current	AL BADAR CARPENTRY _ ABUDHABI - UAE Accountant <ul style="list-style-type: none">• Manage all accounting transactions and prepare budget forecasts.• Publish financial statements in time and 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.
01/2020 - 06/2020	TOUCH STONE COMMUNICATION _ ISLAMABAD - PAKISTAN Customer Support Representative <ul style="list-style-type: none">• Zendesk Software Chat & Email support• Call Gear Softphone software for calls• Gift Vouchers creation• Invoices Reciepts Creation• Odoo Software Orders Creation• Spreadsheets Records Maintaining• Ticketing Creation & Resolving
07/2019 - 09/2019	Muslim Commercial Bank _ PAKISTAN INTERNEE <ul style="list-style-type: none">• 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.

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