

# Jameel Ahmed

## PROFESSIONAL ACCOUNTANT

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(0097) 55 732 0871

Dubai, UAE

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### PROFESSIONAL SUMMARY

Driven accountant with nine years of experience specializing in accounting, auditing and payroll for diverse organizations. Advanced knowledge of generally accepted accounting principles and practices. Foster transparency, understanding and ownership of financial reports and operational metrics across the organization.

### EXPERIENCE

November 2022 - Current

#### **Primary school teacher, *Sindh Education and literacy Department***

- Planned and organized classrooms that consistently facilitated positive learning experiences.
- Supporting students to help them accomplish learning benchmarks.
- Organizes and maintain students records and ledger

November 2020– November 2022

#### **Branch services officer, Faysa islamic bank**

- Knowledge of banks/SBP regulations regarding cash operations/Remittance/Clearing/Lockers.
- Ability and knowledge on how to process transactions of multiple categories, i.e cash withdrawals/Deposits, Remittances/Cheque Book issuance clearing lockers.
- Ability to carry out transactions without performing errors/regulatory lapses.
- Ability to work on computer system/ applications at an efficient pace/TAT

February 2018 – November 2020

#### **Accounts and admin officer, Lanka ORIX leasing company**

- Check loan files and data entering the system and update the registers and maintain records.
- Prepare daily collection summaries and handle & maintain petty cash float.
- Maintain Branch appearance such as cleanliness of branch premises, maintenance of notice board, proper function of computer system, UPS etc. to ensure an efficient working environment.

February 2017 – February 2018

#### **Accountant, Students Inn coaching center**

- Ensuring payments, amounts and records are correct and working with spreadsheets, fees and purchase ledgers and journals.
- Invoice processing and filling, Bank reconciliation.

July 2013 – January 2018

## **Accountant, Marvi beverage company**

- Maintains Inventory detail records; performs beverage event settlements and event income (flash) reports.
  - Preparation of beverage facility financial statements and supporting schedules. Reconciles general ledger account activity, balances A/R and A/P control accounts to detail aging.
  - Maintains cash balance records, reconciles cash receipts and disbursements to the general ledger.
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## **EDUCATION**

January 2010 - December 2012

**Master of business administration degree, Finance, University of sindh**

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## **TRAINING & CERTIFICATION**

- Professional Development Induction Training
  - Diploma of information technology
  - Code of ethics
  - Basic computer skills
  - Accounts & admin SOPs
  - Interpersonal Skills
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## **SKILLS**

Project management  
Team work

Data analysis  
Problem-solving

Communication  
Financial Management