

RIZWAN AHMED

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Graduate in Commerce with 7 years of progressive experience within diversified industries. Demonstrated expertise in office operations & accounts, tracker, I.T and operations department. Strategic thinker with outstanding ability to ensure efficient and smooth process of Branch operations through effective system control, and liaison with operation heads & Senior Management. Proactive and well organized team player with high degree of attention and strong commitment to work plus excellent communication, negotiation, organizational, problem solving and time management skills. Seeks a more challenging work profile to utilize gained experience and working skills.

Strengths

- 9 years proven related experience
- Admin Management
- Operations Handling
- Sourcing, negotiation & coordination abilities
- Accounts Assistant



QUALIFICATIONS

Matriculation In Science : Karachi Board of Secondary Education
Intermediate In Commerce : Karachi Board of Higher Secondary Education.
Bachelor in Commerce : University Of Karachi, Pakistan
Diploma in Information Technology : Karachi, Pakistan



CAREER SNAPSHOT

Admin Manager – Airport Limousine Services Ltd.	Sep 2012 – Dec 2014
Assistant Accountant – V-Clear (Atique Trading Co)	Jan 2015 – Dec 2016
Operations Manager - The United Insurance Co Of Pakistan. <i>Belongs to United International Groups</i>	Jan 2017 – Till date

Assistant Accountant

- Preparing financial documents such as invoices, bills and accounts payable & receivable.
- Completing purchase orders and managing payroll.
- Bank reconciliations and entering financial information into software programs.
- Processing business expenses managing company ledgers.
- Verifying accounts books and bank deposits.
- Managing monthly budgeting tasks.
- Encoding accounting entries for data processing.
- Sorting financial documents and posting them to the proper accounts.
- Assisting the finance department and senior accounting staff members with various tasks including preparing budgets, records and statements.

Admin & Operations

- Capable to provide leadership and direction in ensuring smooth functioning of accounts operations of the company applying knowledge in financial management.
- Verification of vouchers & sales related checklists of all branches.
- Internal Audits of Branches Cashier Physical Cash & reconciliation.
- Insure that branch Accounting should on standard procedures.
- Corresponding with bank on car Ijarah payments and refund producers.
- Presents monthly, quarterly and annually MIS report to Bank CAD department.
- All financial activity through my insurance and billing of vehicles coverage.
- Auditing, bookkeeping, budget making and its control.



IT SKILLS

- Diploma in Information Technology.
- Highly conversant in Windows systems, Photoshop & software installation
- Proficient in MS Office Suite, Email, Internet & Web Browsing applications



PERSONAL DETAILS

Nationality	: Pakistani.
Domicile	: Karachi
Date of Birth	: 21 st May1989.
Marital Status	: Married
Languages	: English, Urdu & Sindhi.
Reference	: Will be furnished upon request.