

NAEEM NAZIR AHMED

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Professional Experience

Aga Khan Foundation

Islamabad, PK

Intern at Finance Department

Oct 2022 – Jan 2023

- Performed book-keeping tasks using Dynamic's 365 ensuring accurate financial records and timely reporting.
- Collaborated with team members to reconcile accounts, analyze financial data, and prepare financial reports.
- Assisted with various administrative tasks such as managing physical and virtual data.

AM Enterprise

Islamabad, PK

Accounts Executive

Aug 2021 – Oct 2022

- Managed financial transaction including accounting payable and receivables, bank reconciliation and tax compliance
- Prepared and issued invoices to clients, ensuring accuracy and apt payments
- Utilized Microsoft Excel to manage financial data and generate reports

Touchstone Communications (BPO)

Islamabad, PK

Customer Support Representative

Dec 2020 – Feb 2021

- Conducted community and corporate outreach to promote services and build client relationships
- Effectively communicated a strong understanding of the company's service to potential customers
- Built and managed a portfolio of clients, resulting in increased retention and repeat business

Islamabad Serena Hotels

Islamabad, PK

Intern at Finance Department

July 2019 – Aug 2019

- Provided support in various finance projects, including budgeting, forecasting and financial analysis.
- Assisted with month end close processes including preparing general entries.

Education

Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology (SZABIST ISB)

Karachi, PK

Bachelor of Science in **Accounting & Finance**

2018 – 2022

Key Courses: Corporate Finance, Financial Reporting, Accounting and Financial Information Systems, Taxation, Investment Analysis, Auditing, Company Law, Business Research Methodologies, Pakistan Economic Policy.

Global System of Integrated Studies

Islamabad, PK

A Levels and IGCSE

2014 – 2018

Research Projects

- **Comparative Analysis of Islamic and Conventional Banking in Pakistan (Final Year Project).** It was concluded based on Return to Equity (RoE) and net income margins that conventional banks are more lucrative.
- **Portfolio analysis of ISE stocks (Portfolio Management)** including HBL, Amreli Steels, Engro Corp and PSO in our portfolio, chose them based on historical data for the most return on investment of 1 million rupees.

Interests and Extracurricular Activities

- Successfully executed a profitable venture at SZABIST Extravaganza '19, drawing in sales of Rs. +80K in one day.
- Voluntary service to Pakistan Boys' Scout Association and leading the Audio-Visual Dpt. at local community center.
- Participated in football, table tennis, cricket and badminton at University, College, and School-level competitions.

Additional Skills

Quantitative and qualitative analysis of company financials, fundamental research of different companies

Efficiency of software's including Dynamics 365, QuickBooks, Spss.

Expert in Microsoft Office Suite (Word, Excel PowerPoint, Publisher)

Interests: football (Real Madrid fan), swimming, politics, social awareness, travelling (hikes & mountains)

Languages: Fluent in English, Urdu, and Sindhi