

SYED SHUJA AHMED



CONTACT

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SKILLS

MS OFFICE

TEAM WORK

PROBLEM SOLVING

LEADERSHIP

PPRESENTATION SKILLS

ANALYTICAL SKILLS

CERTIFICATE

INTERNSHIP CERTIFICATE

PROFILE

To obtain a challenging and dynamic position in the field of Accounts and Finance where I can utilize my academic knowledge, leadership skills, and interpersonal abilities to make a meaningful contribution to the organization's growth and success. I am seeking an opportunity to learn and develop professionally while contributing to the achievement of the organization's goals.

EDUCATION

Iqra University Main Campus (2021-2024)

BBA-H

Major (**Accounts and Finance**)

Career, In Progress

CGPA-3.4

Government College of commerce and economics (2018-2020)

[Intermediate in Commerce]

EXPERIENCE

Pearl Tours (PC Hotel)



Assistant Accountant (June 2023 - Present)

- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills and invoices,
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Mange Petty Cash
- Cross checking invoices with payment and expense to ensure accuracy

MyWater.Pvt.Ltd (Multi Net)



HR Operations Intern (Mar 2023 May 2023)

- Maintain the employees Database
- Maintain insurance data of employees
- Made Full and Final Settlement of employees
- Assist Ops. Manager for making payroll
- Maintain employee attendance reports