

# Shuja Ahmed

## Financial Accountant

A motivated and analytical minded Assistant Accountant, pursuing a challenging career, and be a part of a progressive organization that gives me scope to enhance my knowledge and utilize my skills towards the growth of the organization

### Contact

**Address**

Gizri Road Clifton, Karachi.

**Phone**

03258910073

**E-mail**

shujaahmed924@gmail.com

**LinkedIn**

<https://www.linkedin.com/in/syed-shuja-ahmed-60b35>

### Skills

Invoice Reconciliation	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Very Good
Analytical Skills	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Very Good
Problem Solving	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Excellent
MS Office	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Very Good
Presentation Skills	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Excellent

### Languages

English	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Good

### Work History

#### Assistant Accountant

*Pearl Tours (PC Hotel)*

June 2023 - Present

- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices and receivables
- 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.
- Manage Petty Cash
- Cross checking invoices with payment and expense to ensure accuracy

#### HR Operations Intern

*Mywater (Multi net)*

March 2023 - May 2023

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



Education

Bachelors of Business Administration:  
Accounts & Finance

*Iqra University Main Campus (2021-2024)*  
Career In Progress  
CGPA - 3.4

Intermediate in Commerce

*Govt.College of Commerce and Economics  
(2018-2020)*