



House # A/182 Block/7 Saadi Town
Gulistan-e-Johar Karachi.

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FAWAD AHMED

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OBJECTIVE

- ⇒ To pursue my career in a leading and competitive organization
- ⇒ Reaching good results with small means
- ⇒ Daring to do and seek solutions in different way
- ⇒ Accepting and delegating responsibility in a professional manner
- ⇒ To satisfy management with high level of integrity, honesty and reliability

EDUCATION PROFILE

- M.Com
- B.Com in 2010.
- Intermediate from B.I.S.E in 2006.
- Matriculation from B.I.S.E in 2004.

EXPERIENCE

- ✓ I am working as a Cashier and Accountant in Gul Ahmed Textile Mill (PVT) Ltd Karachi.
- ✓ I worked as a Assistant Accountant in Jamiyat Punjabi Saudagran e Delhi Karachi Pakistan.
- ✓ I worked as a HR/Admin Executive in Icon Consultants (PVT) Ltd Karachi. Client Shan Food's Private Ltd Karachi.
- ✓ I worked as a Payroll Officer + Time Office Incharge + Senior Cashier in Paragon constructor (PVT) LTD Karachi. Project Site Bahria Town Karachi Super Highway. (1-Oct-2014 to 20-Dec-2018)
- ✓ 3 years' Experience as a Wages Incharge and Payroll Officer in Administration Department, Assistant of Admin Manager Stallion Textiles Mill Nooriabad (Sindh) (20-May-2010 to 2013).
- ✓ 1 year Experience as a Assistant Accountant and Data feeding Operator in Zarahh Group of Engineering Company in Karachi.
- ✓ 2 years' Experience in Store as a Store Keeper and Computer Operator in Stallion Textiles Mill Nooriabad (Sindh).

- ✓ 01 year as Computer Operator in Dawlance Company
Hyderabad (URL)
- ✓ 01 year as a Quality Controller Dawlance Company
Hyderabad (URL) .

PRACTICAL EXPERIENCE OF ACCOUNTANT

1st Feb 2012 to 30th April 2012 working Training Assistant Accountant.

1. Voucher systems
2. Cash Book/General Ledger
3. Report(Trial Balance, Income Statement, Balance sheet
4. Bank Reconciliation
5. Advances Adjustment

PROJECT NAMES

1. Ngo's Accounts
2. Education Accounts
3. General Banking
4. Hospital Accounts

ACCOUNTING SOFTWARE EXPERIENCE

1. Dolphin and Quickbook and other Software.

TECHNICAL QUALIFICATION

- **D.A.E** At the Diploma of Associate Engineers In "AUTO & DIESEL"
Technology from Government College of Technology Karachi
Board.
- **A.D.I.T** Advanced Diploma in Information Technology One year
Course from khana-e-farhang (SDC) By registered Karachi
Board.

PERSONAL

- ☞ Name: : Fawad Ahmed
- ☞ Father's Name: Muhammad Shafiq
- ☞ Date of birth: 31-oct-1987
- ☞ CNIC #: 41304-5750808-1
- ☞ Religion: Islam
- ☞ Nationality: Pakistan

COMPUTER SKILLS

- Expertise M.S. Office (Excel, Word, Power Point)
- Internet , Web Browsing and Emailing
- Expertise Using Experience of Software ERP , SCM,
TIS , Oracle, and Visual Fox-Pro.
- Windows 98, 2000, 2006, Vista, Apple and Window 7.