



Ishtiaq Ahmed

Date of birth: 10/02/1995

Nationality: Pakistani

CONTACT

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 +966 502353558 (WhatsApp)

ABOUT ME

My career objective is to contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my skills effectively & efficiently.

WORK EXPERIENCE

Mirza Engineering Works Gujranwala, Pakistan

Admin Assistant/Coordinator/Warehouse Assistant / Assistant Accountant

06/04/2020 – 13/08/2024

Experience

1. Record Cash Entries
2. Payroll Management
3. Enter Production and Purchase of Company.
4. Reconcile Company Accounts with Accounts of Vendors.
5. Monthly Closing
6. Stock Management
7. Supervising
8. Expense Recording

Gujranwala Electric Power Company (GEPCO) Gujranwala, Pakistan

Audit Intern

02/07/2018 – 17/08/2018

Achievements

1. Conducted financial audits and assessments within a professional setting.
2. Actively participated in audit engagements, assisting in gathering and analyzing financial data
3. Identified risk areas and evaluated internal controls with the collaboration of seniors to ensure compliance.

EDUCATION AND TRAINING

19/10/2015 – 05/08/2019 Gujranwala, Pakistan

Graduation in Commerce B.COM (HONS) University of the Punjab, Gujranwala Campus

Address PO Box No. 52460, Gujranwala, Pakistan, NH 5, near Ali Pur Chowk, Gujranwala, Pakistan | **Website** <https://pugc.edu.pk/website/> |

Field of study Finance | **Final grade** 3.08/4

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu | Panjabi; Punjabi

Other language(s):

English

Listening C1

Reading C2

Writing B2

Spoken production B2

Spoken interaction B1

Arabic

Listening B1

Reading B2

Writing A2

Spoken production A2

Spoken interaction A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop) | Statistical Data Analyses | Good use of communication programs

COMPUTER SKILLS

Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Zoom | Social Media | Risk & Compliance | Accounting and bookkeeping

PROFESSIONAL SKILLS

Communication | Research & Analysis | Time Management | Long Term & Short Term Planning | Good Financial Skills

HONOURS AND AWARDS

17/10/2016 Government of the Punjab, Pakistan

Awarded a laptop in recognition of academic achievements

21/10/2015 Government of the Punjab, Pakistan

Recipient of PEEF Merit Based Scholarship throughout 08 semesters of undergraduate studies

HOBBIES AND INTERESTS

Hobbies

Finance Management, Gardening, Cricket and Reading are my favorite hobbies and a way to pass time.

IQAMA NUMBER

2589994918

Transferable Iqama