

AHSAN HAMEED

Permanent Address

House # 130 Ghousia Street Ferozian Wala E.1 M. Ali Johar Town,
Lahore -Pakistan
Mobile Pakistan: +92 0333-3810099,
E-mail: ahsan2hameed@yahoo.com



Objective



Being a team member, ambitiously seeking a position in an international standard, exigent and dynamic environment, in order to utilize my personal skills, experience and knowledge to grow personally and add value to the organization I work for.

Professional Experience Summary

Company	Duration	Position
Hyundai Airport Lahore-Pakistan	Jan-22 To date	Finance Manager
Unique Trading Co. Lahore-Pakistan	Jul-13 To Dec-21	Account Manager
Nirala Group of Companies Lahore-Pakistan	Mar-07 To Jun-13	Sr. Accounts Executive
Aslam Malik & Co.(CA) Lahore- Pakistan	Oct 05 To Sep-06	Management Trainee

Professional Experience

HYUNDAI AIRPORT	Finance Manager Major Responsibilities <ul style="list-style-type: none">➤ Daily Cash Receipts & Payments.➤ Bank Receipts & Payments and Reconciliations Statement.➤ Vouchers Posting in Software.➤ Monthly Stock Taking of Parts Stock.➤ Daily Check New Vehicles Stock with Keys.➤ Provide Tax Return Data to Tax Advisor Monthly Basis.➤ Maintain New Vehicles Invoices.➤ Supervise Monthly Data to Provide Head Office➤ Debtors & Creditors Reconciliation.➤ Trial Balance.
 Unique Trading Co.	Account Manager <ul style="list-style-type: none">➤ Preparation & recording of expenses.➤ Monthly banks Reconciliation.➤ Posting of vouchers in software.➤ Monthly stock tacking and presenting the report to CEO.➤ Maintaining warehouses Stock.➤ Preparing of Sales Tax Invoices for tax advisor.➤ Maintaining of Input & Output register manually.➤ Dealing of Imports matters with bank & custom clearing agent.➤ Preparing of Debtors & Creditors Reconciliation.➤ Trial Balance.

	<p>Sr. Accounts Executive</p> <p>Major Responsibilities</p> <ul style="list-style-type: none"> ➤ Preparing of daily cash & bank activity. ➤ Preparing of bank reconciliations ➤ Posting of bank & cash receipts & payments vouchers in Software. ➤ Preparing of debtors & creditors reconciliations. ➤ Maintaining record of receipts & payments ➤ Supervising 3 members' staff of Accounts department. ➤ Looking after day-to-day requirements and operations of 19 local and 2 branches in U.A.E.
	<p>Management Trainee</p> <p>Major Responsibilities</p> <ul style="list-style-type: none"> ➤ Executing the audit of different clients. ➤ Assist to audit manager in finalization of reports ➤ Worked in audit department and learn about the application of internal controls, internal checks, procedures and verification of vouchers, payment authorization and stocktaking. ➤ Preparation of tax returns.

Personal Traits

- ▶ Have ability to successfully manage multiple priorities and assignments
- ▶ Well conversant with computers and software applications
- ▶ Enthusiastic and Hard worker

Professional Qualification

B.Com – Govt. M. A. O. College of Lahore, University of Punjab, Lahore-Pakistan

I.Com – Govt. M. A. O. College of Lahore, Lahore-Pakistan

Computer Knowledge

- Internet & Email.
- Windows & Ms Office all releases.
- Accounting Software Packages, Visionary Solutions, Oracle Financial, Vision Plus and Accounts Outlook Express and Net Surfing.

Personal

<p>Father's Name Date of Birth Marital Status National Identity card No.</p>	<p>Abdul Hameed July 19, 1983 Married 35202-2510267-1</p>
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Languages

English, Urdu and Punjabi

References

Will be furnished upon demand.