

Hafiz Muhammad Ahmad Raza

Email: ahmedraza0323@live.com

Mobile: +92 323 427 0236

Address: H # 15 St # 62 Prem Street Islampura Lahore, Pakistan.



Career Objective

To nourish, refine and further extend my technical knowledge and professional skills in a challenging role through my contributions to a progressive, result-oriented and dynamic organization.

Personal Profile

Looking for a challenging position in with a reputed and established organization, where I could be able to utilize my professional abilities to achieve the desired goal.

Academic Qualifications

2014 – 2016 **B-Com** Govt. Islamia College Iqbal Town, Lahore

2012-2013 **I-Com** Central Group of College Lahore

2010-2011 **Matriculation** Iqra Tarbiat-ul- Atfal

Professional Experience

IHSAN Sons (Pvt.) Ltd. Dec-2020 – Present

Assistant Accounts

- Experience with preparation of Account reconciliations.
- Experience with preparation of Bank reconciliations.
- Experience with payment, receipt and journal vouchers entries.

Credence Group of Companies – Dollar East Exchange Company (Pvt.) Ltd. Oct 2017 – July 2019

Accounts Officer

- Handling and maintaining the Cash Accounts and cash handling and all reporting.
- Experience with preparation of Account reconciliations.
- Experience with preparation of Bank reconciliations.
- Reconcile final bill claim with provisional bill claim at the end of the Month.

Credence Group of Companies - Bio-Vet (Pvt.) Ltd.

Jan 2015 – Oct 2017

Accounts Officer

- Handling and maintaining the Cash Accounts and cash handling and all reporting.
- Experience with preparation of Account reconciliations.
- Experience with preparation of Bank reconciliations.
- Reconcile final bill claim with provisional bill claim at the end of the Month.

PepsiCo Distribution, Lays & Kurkure.

2013-2014

KPO (Key Punch Operator)

- Handling all accounts of distribution.
- Audit Report at the end of the month.

Other Skills

Leadership, team and project management:

- Ability to lead from the front and manage team affairs.
- Have successfully managed & implemented financial solution software independently.

Computer proficiency:

- Sound knowledge of Microsoft Office specifically MS Excel, MS Word, MS Power Point.
- Worked on SQLServer2k, SQLServer2005, SQLServer2008 and SAP

Personal details:

Date of birth	June 14, 1994
Marital status	Single
Hobbies	Travelling, movies/Cricket
References	Available on request