

# Rizwan Ahmad



HOW TO REACH ME:

Ph: 091-5603097 Ext : 104

Cell: +92-332-9202434

rizwanahmadacca@outlook.com

H#110, Niaz Manzil, Shinwari Town, Gulbahar#4, Peshawar.

LinkedIn: @in/rizwan-ahmad-cma

## CAREER OBJECTIVE

Being an Admin professional, I have developed solid leadership and management skills over a span of 7 + years. I am result- oriented, intelligent, organized, and motivated individual to maintain productivity and quality of service. Meanwhile secured a responsible position in the HR department for end-to-end recruitment and sourcing, performance management, and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders for the growth of the company.

## EDUCATIONAL TRAINING

### ICMAP

Cost & Management Accountant

Status : Fundamental Certificate

### University Of Peshawar

Masters In Economics

Status : Completed Feb 2019

### Virtual University Of Pakistan

Bachelors In Business Administration

Status : Completed Apr 2015

### Peshawar Model Degree Collge

Intermediate (Pre-Engineering)

Status : Completed Aug 2008

### Frontier Model School

Matriculation (Science)

Status : Completed Jun 2006

## PROFESSIONAL SKILLS

- Microsoft Office
- Google Drive / Slack
- Report Writing
- Financial Reporting
- Payroll Accounting
- Accounts Receivable
- Accounts Payable
- Peachtree / Quickbook

## WORK EXPERIENCE

### Senior HR Executive

People™ Professional Employers PVT Ltd. | Aug 2021 to Present

- Recruitment & onboarding outsource staff
- HR Services & operations (PEI-UNICEF/WHO)
- Compliance & audit
- Special projects

### Assistant Manager Admin/HR

Toyota Khyber Motors (PVT) Ltd.| Jul 2020 to Mar 2021

- Updating HR database & regular internal reporting
- Maintaining all the relevant documentation of Administration & Human Resource
- Maintain, schedule & coordinate business activities

### Operation Manager

Tutors Gateway (PVT) Ltd.| Jan 2019 to Jun 2020

- Prepare quarterly Bank & Cash Reconciliations
- Prepares journal entries for year-end audits
- Resolved discrepancies with existing accounts
- Created monthly financial statements

### Assistant Accountant

Paradise Press (PVT) Ltd. | Nov 2015 to Dec 2018

- Post journal entries and credit cheques
- Assisted in implementing an automatic accounting system
- Calculate rates paid for purchases with a price extension
- Manage the monthly tracking of physical inventory

### Customer Service Representative

Daraz.pk | Feb 2014 to Nov 2015

- Resolve products or service issues of customers.
- Assist with placement of orders, refunds & exchange
- Maintain, schedule & coordinate customer queries.

## INTERPERSONAL SKILLS

- Oral/Verbal communication
- Research
- Team Work
- Business Writing

## LANGUAGE SKILLS

- Urdu
- English
- Hindko
- Pashto
- Hindi