

SAJJAD AHMAD

Accountant | Financial Reporting | Budget Monitoring | Compliance Assurance

+966539895901 @sajadahmad95901@gmail.com Riyadh Saudi Arabia Visa Status: Transferable



EXPERIENCE



Accountant

Wisdom Public School

02/2024 - 03/2025 Malakand (Pakistan)

- Managing all financial transactions of the school
- Prepare monthly, quarterly, and annual financial reports
- Records day to day transaction properly
- Monitor the school budget and suggest adjustment when needed
- Assist in fee collection and maintain students fee records
- Ensure compliance with accounting standards and school policies
- Maintain cash book, ledgers and journals
- Ensure all transaction have proper supporting documents
- Prepare salary sheets for teachers and staff
- Provide monthly income and expenditure reports to the school administrations



Internship Trainee

Account Office Malakand

06/2023 - 12/2023 Malakand (Pakistan)

- Manage the financial transactions of Government departments on district level
- Verify and process Government employees Salaries, Pensions
- Check and pass all types of bills (TA/DA bills, Suppliers Bills)
- GP Fund Management
- Maintaining services books and personal records of the employees
- Ensure that all the transactions comply with Government financial rules
- Maintain documents properly for future reference and audits
- Prepare monthly, quarterly, and annually financial statements
- Maintain detailed records of financial transactions
- Deposit & Loan Operations
- Payroll Sections
- Computer Coordination Section

EDUCATION

BS. Commerce (Accounting & Finance)

University of Malakand

2023 Pakistan

Diploma in Commerce (D.COM)

Khyber Pakhtunkhwa Board of Technical Education Peshawar

2019 Pakistan

Diploma Information Technology (DIT)

Khyber Pakhtunkhwa Board of Technical Education Peshawar

2019 Pakistan

SUMMARY

Enthusiasm for contributing to educational growth is evident, backed by solid experience in financial management and compliance. Proficiency in preparing comprehensive financial reports and managing budgets aligns with the commitment to organizational integrity. A strong foundation in accounting principles is complemented by practical experience in both public and private sectors, positioning readiness to support mission-driven financial operations effectively.

KEY ACHIEVEMENTS



Enhanced Budget Efficiency

Increased budget efficiency by 15% for school operations within one fiscal year.



Accurate Student Records

Managed financial records for over 500 students annually, ensuring 100% accuracy and compliance.



Optimized Salary Processing

Streamlined salary processing for 50+ employees, reducing processing time by 30% monthly.



Strengthened Compliance Checks

Implemented improved compliance checks, decreasing audit issues by 25% within six months.

TRAINING / COURSES

Computerized Accounting

National Vocational & Technical Training Commission

Participating in Provincial level MCQs Competition

Directorate of Commerce & Management Science

LANGUAGES

English

Proficient



EDUCATION

Matriculation with Science)

Ssc

📅 2017 📍 Malakand (Pakistan)

- Board of intermediate and secondary education, Malakand (Pakistan)

Degree and Field of Study

Government College of Management Science Thana

📅 2020 📍 Pakistan

- Hostel Monitor
- Government College of Management Science Thana, MKD

SKILLS

Microsoft Word

Microsoft Excel

Google Sheets

Microsoft Power Point

Peachtree

QuickBooks

SAGE

ZoHo

Gmail

Payroll