



SAEED AHMAD

ACCOUNTS/FINANCE PROFESSIONAL

Contact No

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E-Mail ID

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Date of Birth	4 th Oct 1980
Marital Status	Married
Religion	Islam
Nationality	Pakistani
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Mailing Address	1, Building No: 3721, Street Said Ibn Amer, 7604 An Nakheel, Riyadh Saudi Arabia (Post Code 12393)

About Me

Motivated with 12+ years of experience, ability to relocate and willing to learn new skills, self-motivated, organized, highly adaptable and efficient, adept at managing a business or a suitable part, skilled administrator and a fast learner, positive attitude, highly articulate and pursuing, straight forward, honest and amicable attitude.

Iqama No

2562221909

Passport No

AB1151344

VISA Status

Company Visa (Transferable)

Driving License

- Saudi Arabia
- Pakistan

Permanent Address

Mohhalla Pore Qillah, Village & P/O Matta Mughal Khel District Charsadda Tehsil Shabqadar KPK Pakistan. Post Code 24640

Languages

- English
- Urdu
- Pashto

Computer Knowledge

- MS Windows
- MS Office
- Internet
- Basic Software
- Basic Hardware

Short Courses (HSE)

- First Aid
- Fire Fighting

Interests / Hobbies

- Fitness
- Badminton & Cricket
- Tourism

Objective

Desiring to work in a fast-pace quality-conscious and rapidly changing environment requiring highly-analytic and decision-making skills at a challenging position in a reputable organization to expand my learning, knowledge, and skills.

Academic Folio

- **Master in Economics** (2002-2004)
Institute of Development Studies
NWFP Agricultural University Peshawar
- **BA (Economics & Statistics)** (1999-2001)
University Of Peshawar
- **FA (Humanities)** (1996-1998)
BISE Peshawar
- **SSC (Science)** (1995)
BISE Peshawar

Professional Experience (12+ years)

- Working as **Accounts Officer** in **Base and Target Contracting Company Riyadh, KSA** from 23 Nov 2023 to till date.
- Worked as **Accounts Executive** at **Fauji Kabirwala Power Company Limited Site Office** Kabirwala, District Khanewal (PAKISTAN) from **March 25th, 2010 to 31st August, 2022.**

Duties & Responsibilities

- Payables, receivables, expenditure, liabilities, banking coordinations and reconciliation
- Direct/indirect taxes, filing
- Implementation of finance & HR policies
- Liaison with stakeholders
- Document management (Finance, Admin/HR)
- Assist payroll by providing site employees information
- Forming and maintaining employee records
- Review employment and working conditions to ensure legal compliance
- Managing financial, budget and HR reports of Site Office
- Planning and procurement of equipment, services/outsourcing and supplies according to policies
- Overseeing maintenance, budgeting, and administration of company assets and residential/plant area at Site
- Auction arrangements for scrap/unserviceable materials and vehicles etc
- Travel arrangements for official visits
- Fleet management
- Coordinate the procurement and financial arrangements for Supplies & Services