




EITIZAZ AHSAN



FINANCE & ACCOUNTS INTERN

CONTACT

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Jeddah 

PROFILE

I am keen on meeting new people and learn about their experiences and attitudes of life and thus making me eager to be at your service. I have good communication skills and a high sense of responsibility towards work assigned. Moreover, I can quickly adopt any work environment.

EDUCATION

(2016)
Matriculation (SSC)
BISE Mardan

(2018)
D.Com (Accounts)
BTE Peshawar

(2024)
BBA (Hons) Finance
University of Swabi

CERTIFICATION

(2016)
I.T (Microsoft Office)
Global Computer Institute (Topi)

PERSONAL ABILITIES

Punctual
Team Work
Time bounded
Target Oriented
Well Disciplined
Positive Attitude
Logical & Quick Thinker

LANGUAGES

English
Urdu
Pashto

EXPERIENCE

Finance & Accounts Intern Oct-2024
GHULAM ISHAQ KHAN INSTITUTE – Feb-2025

- Financial Data Entry
- Updating Financial Statements
- Analysing Financial Data
- Reconciling Financial Records
- Expense Tracking
- Maintaining Financial Documents
- Administrative Support

Junior Accountant May-2024
ASAD FOUAD CHARTERED ACCOUNTANT – Aug-2024

- Data Entry
- Book Keeping
- Recording Financial Transactions
- Updating Financial Information
- Entering Operational Expenses
- Organizing Financial Documents
- Ensuring Accurate Documentation

Intern Nov-2022
ZONG FRANCHISE – Dec-2022

- Analysing Internal Process
- Assisting Operational Tasks
- Recording Financial Transactions
- Reviewing & Tracking Payments
- Promoting & Selling ZONG's Products & Services
- Tracking Sales Performance
- Updating Customer's Database