



# MUHAMMAD AHMED

HR/Admin & Accounts Officer

## PROFILE

Experienced HR, Admin, and Accounts professional with 4 years of hands on experience in payroll processing, employee record management, office administration, and financial reporting. Known for being dependable, organized, and a good team player.

## WORK EXPERIENCE

### OPAL STAR CONSTRUCTION COMPANY (QATAR)

March 2025 - Present (Accounts Officer)

- Keeping daily records of income and expenses.
- Record payments and receipts accurately
- Filed documents and updated records
- Maintain each record of employee in database.
- Create and send invoices to customers
- Make sure payments are received on time
- Monitored petty cash transactions and reconciled monthly statements.
- Keep financial records organized and updated.
- Manage bills and follow up on payments
- Helped prepare documents for audits
- Entered bills and payments into system
- Oversee day to day financial transactions and maintain accounting records.
- Work with the finance team to ensure smooth operations.
- Managing office supplies, office related inventory, and equipment.
- Careful, organized, and good with numbers
- Proficiency in Accounting software (ERP) and MS Office (Excel, Word).

### CRAFT HILL INTERNATIONAL (HR/Admin Officer)

June 2023 - Feb 2025

- Writing job descriptions, posting job openings on different platforms. Screening resumes and shortlisting candidates.
- Conducting initial interviews, and facilitating the selection process.
- Preparing training materials and maintaining training records.
- Conduct and evaluate the sewing test based on stitching skills.
- Managing offer letters, contracts, and orienting new employees to the company's policies and culture.
- Managing employee attendance, leaves and half day records.
- Handling employee complaints and ensuring fair treatment.
- Managed end-to-end payroll processing through the (WPS).
- Maintaining and updating employee records in HR databases.
- Managing office supplies, HR-related inventory, and equipment.
- Monitored GPS tracking systems to manage field staff attendance.
- Proficiency in HR software (ERP) and Microsoft Office (Excel, Word).
- Prepare advisory notices, warning notices and termination letters for the employees.

## PERSONAL INFO.

Phone: +974 7014 1465

Visa status: Transferable work visa

Availability: Immediately

Date of Birth: 10/01/1995

Gender: Male

Nationality: Pakistani

Language: English, Urdu

Email: ahmedmughal0711@gmail.com

Address: Doha, Qatar

## EDUCATION

### MASTER OF COMMERCE

University of Management and Technology (UMT)

Sep 2017 - Sep 2019

### BACHELOR OF COMMERCE

University of Punjab (PU)

June 2014 - Sep 2017

### INTERMEDIATE IN COMMERCE

Sialkot College of Commerce

June 2011 - Sep 2013

## CERTIFICATIONS

- **Amazon Private Label**

Extreme Commerce

Aug 2022 - Nov 2022

- **Amazon Wholesale**

Extreme Commerce

Jan 2023 - Match 2023

## SKILLS

- Amazon FBM / FBA Seller
- Amazon Virtual Assistant
- Amazon Online Arbitrage
- Social Media Marketing
- Google Advance Search
- Email Marketing
- eBay FBM seller
- Project Management
- Human Resource Practices
- Administration
- ERP Software Proficiency
- MS Office
- Data Entry

## FREELANCING

### **AMAZON / EBAY SELLER**

Jan 2022 - Dec 2024

- Hunting products for listing creation.
- Updating data sheet on daily sheets.
- Assisted with day-to-day operations.
- Data entry and product analysis.
- Handle customer support and order fulfillment.
- Break down problems, evaluate solutions and make decisions.
- Worked flexible hours across night, weekend and holiday shifts.
- Delivered services to clients within specific timeframes.

## DECLARATION

I hereby declare that all the details written in this CV are true, complete and correct to the best of my knowledge and belief.

### **VEER SPORTS (FORWARD GROUP)** (Accounts Officer)

Feb 2021 - May 2023

- Preparing invoices and checking payments from customers.
- Assisting with payroll and accurate salaries calculation
- Helped prepare documents for audits
- Entered bills and payments into system
- Help with monthly closing of accounts
- Managing office supplies, office related inventory, and equipment.
- Careful, organized, and good with numbers
- Proficiency in Accounting software (ERP) and Microsoft Office (Excel, Word, Outlook).
- Confidentiality in handling sensitive information.
- Check and verify documents before making any payments.
- Maintain petty cash and make daily payments.
- Update accounting software with daily entries.
- Prepare vouchers for expenses and payments.
- Oversee day-to-day financial transactions and maintain accounting records
- Monitor cash flow and report to the supervisor.
- Ensure timely payment of utility bills, rents, and other expenses.
- Keep records of supplier and customer accounts.
- Follow up with vendors for bills and settlements
- Review and confirm account balances regularly
- Check documents for accuracy before entering into system
- Maintain confidentiality of financial data

### **NATIONL BANK OF PAKISTAN**

Oct 2019 - Jan 2021

- Helping answer customer questions about accounts, bank products, and services.
- .Assisting customers with tasks like filling out forms, opening new accounts, or updating account information.
- Entering data into banking software, maintaining customer files, and ensuring records are accurate.
- Deposits, withdrawals, and fund transfers.
- Assisting in the verification, endorsement, and processing of cheques.
- Organize documents or records in preparation for internal or external audits.
- Handled pension related documents.