



TAMSHEEL AHMAD

PROFILE

To work in an organization with a work driven environment where I can utilize & apply my knowledge base & skill which will enable me to grow while fulfilling organizational goal.

CONTACT

PHONE NUMBER:

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HOBBIES

Playing & watching cricket.

Social media.

EDUCATION & CERTIFICATE

B. Com from Lucknow university, Year 2016

Intermediate: U.P. Board, year 2012

High School: U.P. Board, year 2010

ADCA (Advance Diploma in Computer Applications)

WORK EXPERIENCE

Junaid Communication (India) – Clerk

April 2017-Nov 2020

- Maintain and manage files on the system.
- Provides data by operating a computer.
- Performs defined tasks per documented
- installation of various software and other operating programs.
- use of M.s Office Tools: MS, EXCEL, Power point, MS Access
- Skilled in internet application
- Good working relationship
- Ability to work under pressure with consistent excellent results

Devyani International Ltd. (Lucknow Airport)- Billing Executive

Jan 2021-Dec 2021

- Verifying invoices and purchase orders
- Updating and maintaining accounts receivable databases
- Reconciling accounts
- Resolving discrepancies in billing
- Processing payments

- Generating invoices
- Filing and organizing invoices
- Answering customer inquiries
- Maintaining accurate financial records
- Assisting in the preparation of financial statements
- Developing procedures for billing and collections

SKILLS

Office Skills

Office Management

Records Management

Spreadsheets/Reports

Other Skills

Light Driving License – Saudi Arabia
