

Ahmed Bilal

Current Location: - Lahore, Pakistan

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Professional Profile

A qualified, hardworking and result oriented professional having more than 7 years of work experience in Accounting, Administration, Operation and Insurance field and for more than 2 years I am working as a freelance translator. I am a reliable and dedicated individual aiming to work in a world class organization to secure a responsible position while sharing my experience and abilities for mutual growth and success.

Professional Work Experience

Freelance Translator

January 2020 to Present

Lahore, Pakistan

- English To Urdu or Urdu To English
- English To Arabic or Arabic To English
- English To Spanish or Spanish To English
- English To French or French To English
- English To German or German To English
- English To Italian or Italian To English
- English To Turkish or Turkish To English

Accountant

March 2016 to September 2018

Haji Abdullah Alireza & Co. Ltd (HAACO), Saudi Arabia

- Accountable for Accounts Receivable and Payable.
- Supervised insurance activities and their financial management.
- Performed accounts entries for Shipping, Aviation and Tenants Account
- Responsible to deal with banks for guarantee, LC and BSPs issuance.
- Maintained accounting control and reconciliation of financial discrepancies.
- Coordinated in audit, VAT payments and in tax return.

Accountant / Collection Officer

March 2014 to March 2016

Nasco Saudi Arabia Insurance & Reinsurance Broker

- Supervised the accounts receivable and Collection operations.
- Actively involved with clients to resolve their disputes and for clearance of due balances.
- Worked closely with CFO in all aspects of collections and recommended the suggestions.
- Accounts reconciliation and aging, collection reports for weekly reporting.
- Coordinated with billing department for any discrepancies in invoices

Accountant / Retail Sales Representative**September 2011 to March 2014****Saudi United Cooperative Insurance Company (Walaa)**

- Arranged statement of accounts to insurance brokers, direct clients and sales representatives for reconciliation of old and current due balances and updated the statement accordingly.
- Established healthy relation between clients and company by solving their discrepancies and involved in planning with main finance department and implementing the policies
- Supervised and trained the retail staff in verifying the documents of medical & motor insurance billing and their uploading in Government software.

Assistant Accountant**September 2007 to March 2008****AL Hatami Establishment, Saudi Arabia**

- Assisted in preparing financial transactions, accounts payable and receivable.
- Responsible to supervise the administrative and operational activities of company.

Core Competencies & Skills**Accounting, Administration, Operation and Insurance: -**

- Earned MBA degree in Finance and Bachelor degree in Commerce, this combination enables me to pursue a career in Accounting & Finance field and assist in Administration, Operation and Insurance departments of the company.

Accounts Receivable & Payable and Negotiation skills: -

- Able to supervise AR / AP department independently. Effectively negotiated with debtors & creditors to clear due receivable & payable balances and meet collection and payment targets. I used to collect 20 to 40 million Saudi Riyal monthly as collection officer.

Bookkeeping & Reconciliation: -

- Able to analyse and reconcile financial statements & record accounting transactions by collecting and summarizing information in company software.

Customer Relationship: -

- Ability to prepare and maintain professional relationship with customers by understanding & solving their problems.

Billing and Invoicing: -

- Due to working experience in insurance industry, I have very effective knowledge of invoicing & billing process.

Value Added Tax and Tax Management: -

- Attended training session of Value Added Tax in Saudi Arabia and Tax Management training in Pakistan to enhance my skills in Tax.

Computer and Technological Skills: -

- Proficient in MS Office (Word, Excel and PowerPoint) and working knowledge of Oracle JD Edwards 9.1, Peach-tree and QuickBooks

Language Skills: -

- Ability to communicate in Urdu, Arabic and English with reading, writing and speaking skills.

Soft Skills: -

- Quick Learner, loyal, can work independently and with team, can handle multiple tasks with accuracy and able to work effectively under pressure.

Education

MBA in Finance with 3.30/4.00 CGPA

- January 2009 to December 2010
- National University of Modern Languages (NUML) - Pakistan.

Bachelor of Commerce - B. Com

- May 2005 to June 2007
- University of the Punjab - Pakistan.