



Name: Shaheer Shujaat Syed

Location: Riyadh, Saudi Arabia

Email: shaheershujaat789@gmail.com

Mobile Number: +966 55 1659 656

Date of Birth: March 20th 1998

Nationality: Pakistani

Driving License: Pakistan and Saudi Arabia

Skills:

Microsoft Word Office

Microsoft Excel

Microsoft PowerPoint

Email for Communication

Communication Skills in English both, oral and writing

Accounting and Finance calculation skills with a reasonably good knowledge.

Calculation of books of accounts, numerical currency and taxation.

Resume

Professional Summary

I have recently completed BS Commerce with a specialization in accounting. Presently I am looking for an opportunity to start my professional career as a fresher and mostly interested for working in the field of Accounting and Finance, Logistics & Supply Chain, Human Resources related activities.

I am a dynamic person with positive work aptitude, having high moral values, ethical. Open to learn, strong belief in balancing corporate and social responsibilities. Interested in learning new work activities, face work-related challenges, for better learning and personal development. Once given an opportunity, I will achieve the goals and set targets.

Educational Qualifications:

Virtual University of Pakistan (VU) –
Lahore, Pakistan

Bachelor of Science in Commerce known as BS, with a Specialization in Accounting from 10/2018 till 09/2023

Saud International School, SIS – Riyadh,
Saudi Arabia

High School Diploma from 09/2005 till
05/2017

Balance Sheet, Income Statement and Cash Flow Statement

Trial Balance and Journal Entries.

Critical Thinking.

Problem Solving

Analyzing

Languages:

English Fluent

Urdu Native

Arabic Intermediate

Hobbies & Interests

Reading newspapers, Jogging, Workout at the gym, listening to music, watching movies, attending seminar, conferences and other social events.

Based on my interest I regularly attend events, exhibitions and trade shows that help me gain knowledge about different activities and interact with new people.

Certificates:

Digitalskills.pk

Freelancing and QuickBooks Course Training Certificates from 11/2023 till 02/2024

Work Experience:

As part of my degree requirements, I did six weeks of Internship at SSEM Company in Riyadh.

I was assigned to assist the insurance officer in the finance department, for establishing of project insurance policies, raising of claims etc. That was related to my specialization in accounting. From 05/2023 till 07/2023.