



# BABAR SHAKEEL SHAKEEL AHMAD

## MAIN OBJECTIVE

Aiming to leverage the academic experience and proven knowledge of accounting expertise, financial reporting, and risk management in pursuing my professional career. I'm confident that I can contribute potentially toward the achievement of all organizational goals.

## CERTIFICATE

- DIGITAL MARKETING
- HOSPITALITY MANAGEMENT

## CONTACT DETAILS

50341591

Babarshakil530@gmail.com

Block No.9 Building 88 Street 27 khaitan Kuwait.

## SKILLS AND ABILITIES

Communication



Leadership



Writing and editing



Attention to details



Ability to work under pressure



## ACADEMIC HISTORY

### B.COM

CHENAB GROUP OF COLLEGES FAISALABAD / 2018

### I.COM

PUNJAB GROUP OF COLLEGES GOJRA / 2013

### METRIC

CHAK NO 530GB NARANGWAL FAISALABAD / 2009

## EXPERIENCE

### Export Officer

Duration 3 years worked for Klash PVT(LTD) Pakistan

- Prepare and process necessary export documentation such as commercial invoices, packing lists, bills of lading, and certificates of origin to comply with international trade regulations.
- Analyze and classify goods according to the Harmonized System (HS) codes to determine the correct export tariffs and any applicable export restrictions or licensing requirements.
- Coordinate logistics for the shipment of goods from the country of origin to the destination, including selecting appropriate shipping methods and routes to optimize delivery times and costs.
- Prepare online booking In customers portal for air shipment.
- Prepare manual sea booking in excel for the Container Loading and coordinate for the loading plan from forwarder.
- Prepare lodgment documents and send to the banks.
- Coordinate with warehouse team for container loading.

### Asst. Accountant

6 months Amna Yousaf textile Pakistan

- Reconciling invoices and identifying discrepancies
- Prepare bank deposits
- Enter financial transactions into internal database
- Maintain ledgers of cash and bank
- Maintain ledgers of Accounts Receivable/Payable including processing invoices, payments

## HOBBIES

- Playing Cricket
- Digital Marketing
- Web Designing