Bilal Ahmed

Accounts & Administration Manager

Karachi, Pakistan | 03XX-XXX-XXXX | bilal.sample@example.com | linkedin.com/in/your-profile

PROFESSIONAL SUMMARY

Accounts and administration specialist with 11 years of experience supporting finance operations, vendor coordination, payroll administration and management reporting. Known for organized records, reliable follow-up and clear coordination with internal teams.

PROFESSIONAL EXPERIENCE

Accounts & Admin Manager | Harbour Trade (Sample Company) | Apr 2021 – Present

- Oversee invoice processing, payment documentation and administrative service providers.
- Redesigned vendor payment tracking; reduced overdue reconciliations by 30% (illustrative figure).
- Prepare monthly expense summaries and coordinate external audit document requests.

Senior Accounts Officer | Allied Distribution (Sample Company) | Jul 2015 – Mar 2021

- Managed ledger reconciliations and assisted with month-end reporting.
- Worked with operations staff to resolve invoicing and stock documentation discrepancies.

CORE SKILLS

Accounts payable & receivable • Reconciliation • MS Excel • ERP familiarity • Vendor management • Office administration

EDUCATION

B.Com, Sample University, 2014

OPTIONAL: CERTIFICATIONS / PROJECTS

[Include only relevant and verifiable items. Remove this section if not applicable.]