

MOHAMMAD RIZWAN AHMAD



Accounting & Operations Executive | Tally ERP 9 & Advanced Excel | Office Admin

PROFESSIONAL SUMMARY

Experienced Accounting & Operations Executive with strong expertise in Tally ERP 9, Advanced Excel, financial record-keeping, fee management, reporting, office administration, and multilingual documentation. Experienced in maintaining financial records, creating reports, and supporting smooth office operations. I also teach computer classes (both theory and practical) with full dedication, helping students learn computer skills with clarity and confidence.

CORE COMPETENCIES

- Tally ERP 9 (Ledger, Voucher, Payroll, Reporting)
- Advanced Excel (Data Validation, Analytics, Automation)
- Office Administration & Operations
- Documentation & Compliance
- Digital Tools & Web Portal Administration
- Multilingual Communication (English, Hindi, Urdu, Arabic)

WORK EXPERIENCE

Jamia Fatima (Current) – Accounting & Operations Executive

- Managing accounting, fee systems, payroll support, and financial reporting.
- Using Tally ERP 9 to maintain ledgers, vouchers, and audits.
- Creating MIS reports and automated sheets in Excel to improve accuracy.
- Coordinating administrative activities across departments.
- Preparing documentation in multiple languages for smooth operations.

Gulshan E Fatima Technical Institute (June 2022 – April 18, 2025) – Office Manager cum Accountant

- Managed daily office operations, payroll processing, fee collection, and budgeting.
- Maintained accurate financial records for audits and compliance.
- Facilitated communication between departments, staff, and external bodies.
- Contributed to institutional efficiency and office management.

Kanzuliman Foundation (Nov 2017 – Jan 2019) – Office Coordinator

- Managed daily office activities, team coordination, reporting, and publications.
- Helped in executing programs across India including library setup and public relations.

EDUCATION

- Bachelor of Arts- Bareilly College, MJPRU (2022)
- Intermediate – 2018
- Matriculation – 2016

CERTIFICATIONS

- Tally ERP 9 - CCC (NIELIT)
- CABA-MDTP- Computer Applications, Business Accounting and Multilingual Desktop Publishing (NIELIT)
- Diploma in Functional Arabic

LANGUAGES

English | Hindi | Urdu | Arabic

CONTACT

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DECLARATION

I confirm that the above information is true and correct to the best of my knowledge.

A rectangular box containing a handwritten signature in black ink that reads "Rizwan Ahmad".