

AMAD NADDEM

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mobile: 03065104717 e: amadnad@gmail.com,
Date of birth: 05 August 1983

PROFESSIONAL SUMMARY

- Graduate with the ability to work in a fast-paced environment.
- Strong analytical and critical thinking skills with international work experience.
- Goal-Oriented and detail-oriented.
- Ability to work independently.
- Postgraduate degrees in accounting and finance

Core strength and skills

- Communication ability
- Relationship management
- Problem solving
- Data analysis
- Research
- Accounting

EDUCATION

Foundation University Islamabad

MS/Master of Business Administration(Finance) (18 yrs of education) 2015-2016
CGPA: 3.68/4.0

Mount Saint Vincent University, Canada

Postgraduate diploma/certificate in accounting 2011-2013
Studied courses in financial accounting, managerial accounting, auditing, taxation, intermediate accounting, Canadian business law

Multimedia University, Malaysia

Bachelor of Business administration(Finance with multimedia)(16 yrs of Education) 2005-2009
CGPA: 3.01/4.00
Studied courses in financial statement analysis, principles of marketing ,bank management, corporate finance, strategic management, management information systems, digital media

Research projects

Dissertation titled: “The impact of leverage and managerial skills on shareholders’ return: evidence from agricultural sector in Pakistan.”
Supervisor: Mr. Abdul Waheed

Wrote **research paper** titled “Factors affecting the purchase of counterfeit products among students in Rawalpindi and Islamabad.” Conducted 50 surveys as part of that project

Publications

International peer reviewed journals

Nadeem, S.A., Waheed A. & Hamid M. (2016). Impact of leverage and managerial skills on firm performance. *Academic Research International*, 7(4), 175-187.

Nadeem, S. A., Farooqi T., Mustafa U., Jawad & Ali, M. S. (2016). Factors affecting the purchase of counterfeit products among students in Rawalpindi and Islamabad. *International Journal of Information Research and Review*, 10(3), 2936-2941.

Work experience

Microagility services

Market researcher/Interviewer Oct 2015- Mar 2016

- Conducting interviews from people living in North America
- Assisting interview on interview questions and guiding them on what kind of information is required
- Working with team lead and team members to reach assigned individual and team targets
- Completed more than 150 surveys

Pizza73, Canada

Customer service representative 2013-2014

- Answered customer queries related to product deliveries and product offerings;
Consistently maintained a low error rate.
- Raised several hundred dollars as part of the annual fundraising campaign
- Worked with fellow team members to raise daily sales by \$500 daily

Fashion World (Pvt.) Ltd.

Accounts officer 2010- 2011

- Prepared bill vouchers and maintained files
- Maintained petty cash on daily basis
- Posted transactions in accounting software
- Assisted in collection of accounts receivable

Quaid-e-Azam International hospital

Accounts intern Jun-Nov 2010

- Responsible for all filing and recordkeeping. Worked on accounts payables and receivables.
- Assisted with accounts and other administrative duties. Recognised for my filing abilities and commitment to work

Computer skills

Proficient in Ms Excel, Ms Word, SPSS. Completed QuickBooks certification.