



WORK EXPERIENCE

- **PAKISTAN AIRLINE PILOTS ASSOCIATION (PALPA)** **2011 – PRESENT**
 - **Club House Secretary Cum Senior Accounts Officer** **2018 – Present**
 - Preparation of Financial Statements and month-end reports
 - Work closely with audit firms for conducting yearly audits
 - Maintain records of the club, including member listing, key correspondence, meeting agenda and minutes.
 - Assist in the planning of facility improvements, remodeling, construction, repair, assuring highest standards of cleanliness, maintenance, safety are consistently attained.
 - Manage budgets, staffing, operating procedures for rooms, food & beverage, housekeeping, maintenance and repair.
 - Maintain all personnel files and address staff queries
 - Manage end-to-end HR activities for PALPA House including recruitment, orientation, payroll and exit management
 - **Event Manager (Dual responsibilities)** **2018 – Present**
 - Strategize with senior management and attain the agreed targeted revenue to be made through events
 - Closely monitor P&L and income statements, ensuring budget goals are attained.
 - Solicit bookings for events and stay connected with clients to ensure client requirements are met
 - Maintain PALPA event planner, while coordinating with clients, event management firms and on-ground event execution staff
 - On-site inspection and event facilitation
 - **Accounts Officer / Admin Executive** **2011 – 2018**
 - Preparation of Financial Statements and month-end Management Report
 - Maintaining Fixed Asset Register and Book Keeping record
 - Verifying Bank Reconciliation
 - Plan & coordinate with audit Agencies and help in conducting yearly audits
 - Coordination with distributor and reconciliation of contentions if any
 - Maintaining and tracking daily flight schedules of pilots, and ensure pilots are up-to-date with their flight plans
 - Working closely with on-ground airport crew regarding PIA flight schedules
 - Preparation of minutes of monthly executive committee meeting
- **AMAAS INTERNATIONAL** **2009 – 2011**
 - **Relationship Executive**
 - Supported in building client book, managing multiple relationships focused on cotton and sugar.
 - Solicited key clients from top SMEs in Saudi Arabia, UAE, Thailand and Hong Kong.
 - Maximize revenues by cross selling of trade (imports / exports), at the time of facility structure.

ACADEMIC QUALIFICATION:

Bachelor of Commerce	University of Karachi, Pakistan	2007-2009
Higher Secondary School Certificate (Commerce)	Board of Intermediate Education Karachi	2003-2005
Secondary School Certificate (Science)	Progressive Children's Academy Karachi	2000-2002

COMPUTER SKILLS:

- Ms Office
- Photo editing using Adobe Photoshop

PERSONAL INFORMATION:

Father's Name	Khawaja Muhammad Shams Uddin (late)
Date of Birth	May 30 th , 1986