



ADNAN ALI

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PERSONAL SUMMARY

An Articulate and highly motivated graduate accustomed to working under pressure and using own initiative. Strong Understanding of business management, accounting concepts and business environment enhanced by studies where attained an upper second class honours degree in accounting along with professional accounting qualification. I am looking to secure a role in a reputed organization with continued professional development.

QUALIFICATIONS

VIRTUAL UNIVERSITY OF PAKISTAN,

MBA Finance

2008 – 2012

B.COM (Accounting and Commerce)

University of Punjab 2006 – 2008

Shibli College of Commerce and Science

Work Experience

Muslim Commercial Bank of Pakistan –Internship May 2012 – Jun 2012

HR Business Partner :(Jan 2020 to July 2020)

Kanooz Engineering Treasures LLC Oman

- HR Data Analysis.
- Update daily Manpower.
- Financial Transactions.
- Banking Transactions.
- Financial Control.
- Salary Reconciliation.

Data Entry Document Controller :(Nov 2018 - Mar 2019)

LARSON & TARUBO FABRICATION YARD LLC OMAN (L&T)

- Daily update Manpower report and mail to Project Manager, Manager and all clients.
- Making and Issuing Request for Inspection (RFI) under the guidance of supervisor

Technical Document Controller :(Mar 2019 – Dec 2019)

China National Chemical Engineering Third Construction CO., LTD (OMAN)

- Preparing the HSE Work Permit Statement as per as per the McDermott & CTCL safety Standards
- Updating the Test pack control log as per the Priority system requested by the Supervisor.
- Welding joint Inspection for Field weld or Shop weld joints at site as per Isometric.
- Checking the joint as per the pipe class & pipe schedule.

- Marking the additional Welding joints under the guidance of supervisor.
- Entering the Welder details in the construction management system of CTCI Server.

Umar Mushtaq Auto Repairs (ABU DHABI)

Finance Manager and Store Manager, Jan 2013 – Feb 2018

Responsibilities Included:

- Making schedules and assigning tasks to team members
- Hiring, training and supervising team members
- Managing and motivating staff to increase sales and ensure store efficiency
- Planning, organising and time management
- Management of stock and addressing stock losses
- Controlling costs, developing new business and managing customer's relations
- Analysing store sales figures
- Achieving sales targets and introducing promotions to customers
- Communicating clearly with customers and ensuring they are getting what they want
- Ensuring all corporate, health and safety and legal regulations are met and complied with

Finance Department:

Duties Included:

- Helping group accountant in day to day task
- Posting cash and credit invoices to the system
- Correspondence with HMRC and companies house
- Posting and sending credit and debit notes respectively
- Raising payment instructions and sending it to relevant person to pay
- Receivables and payables reconciliation at the end of every month
- Preparation of monthly intercompany reconciliation
- Assisted senior in VAT and corporation tax calculations

SKILLS AND EXPERTISE

- Strong understanding of business environment
- Strong verbal and written communication skills
- Excellent customer service and management skills
- Strong understating FIFO inventory management
- Strong aptitude of Microsoft office and SAP and Tally and Outlook Mail
- Active and effective team player
- Ability to solve problems and suggest alternatives
- Excellent numerate and interpersonal skills
- Highly motivated and focused in profession
- Uphold a high ethical stance and a person of integrity

LANGUAGES

- English, Urdu and Punjabi – Fluent
- Arabic – Basic

INTERESTS

- I like travelling around and exploring places
- I like reading news about current affairs
- I like following football leagues

References

These could be provided upon request