

Najam-UI-Saqib

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OBJECTIVE:

To continue professional growth and obtain a challenging position, commensurate with my qualification & **3 years' experience including 2 Years UAE experience in Accounts & Banking line.** Wherein my worthy knowledge, computer skills, education and professional training can be effectively utilized. Total dedication, loyalty and confidence are the keys to my success.

SKILLS & PERSONALITY:

Strong communication, prioritization, organizational & interpersonal skills. Polished, eager to learn and be challenged, capable to handle multi tasks, take initiative to solve problems. Ability to work under pressure as well as a team member in a positive and collaborative manner. Have a strong sense of motivation. Flexible approach to tasks and be prepared to take additional responsibilities. Demonstrative ability to work accurately and following instructions / schedules / timelines and handle multiple priorities. High level computer literacy and strong skills in Accounts / Finance. All these abilities make me a versatile professional.

PROFESSIONAL EXPERIENCE:

1. Presently working in Save Fast Fire and Safety Training LLC as Account Assistant
from 27-Feb-2019 to till date

Responsibilities:

- Preparing and maintaining statutory books of accounts journal, ledger, cash book and subsidiaries in compliance with time & accuracy forms.
- Handle the financial matters related to the company efficiently & effectively.
- Supervise the whole range of Accounts Payable, Receivable
- Ensure reconciliation of all sub ledgers, general ledger and statement with payable & receivables is performed on regular basis.
- Bank & Cash reconciliation every month.
- Prepare Cash Flow Statements.
- Finalize Trial Balance with supporting schedules.
- Responding to Auditors & bankers.
- Manage the day to day financial transactions of the company.
- Prepare day to day bank transactions & day to day cash transactions reports.
- Timely Invoicing and regular follow-up for payments.
- Providing feedback to the top management with regular internal audit reports.
- Verify payment vouchers, receipts vouchers and journal vouchers.
- Provide timely & Accurate Financial Information to the Management
- Preparing Monthly Budget Analysis reports.
- Monthly Staff Cost Calculations(payroll, provision for leave salary, gratuity, air passage & provisions to pension fund)
- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Ensure continuous development & improvement of the procedures within the finance

department.

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Providing Details for additional information required by management.

2. Worked as Business Banker in Mashreq Bank in SME Department from 22 October to 31 December 2017

Responsibilities:

- Opening company accounts
- Selling insurance, business insurance and BANCA
- Maintaining relationship with the customer.
- Respond to customer queries.

3. Worked as Customer Service Officer in Agent world Lahore Pakistan from August 2015 to Jan 2016.

Responsibilities:

- Interact with diverse customer base in person and telephonically
- Provide detailed information on services and products to customers
- Recommend service and product options to meet customer needs
- Respond promptly to customer inquiries to ensure that the standards benchmark set for customer verification
- Set up new customer accounts and addressing customer account queries and problems
- Organize workflow to meet customer timeframes
- Direct requests and unresolved issues to the designated resource
- Maintain customer account and prepare and distribute activity report
- Provide feedback on the efficiency of the customer service process

ACADEMIC QUALIFICATION:

B. Com (Bachelor of Commerce) - Kohat University of Science and Technology Pakistan.2015

PROFESSIONAL / TECHNICAL SKILLS:

- Customer Care Clinics Session
- Product Knowledge
- Internal Operational System
- Soft skill on MS Word and Excel
- Office Automation

PERSONAL INFORMATION

- DOB June 1994
- Marital Status Single
- Gender Male
- Nationality Pakistani