

Sufyan Ali

Abu Dhabi

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Work Experience

Assistan Manager

Sales & Marketing

June 2014 to February 2019

Responsible for maintaining settled and outstanding trade details.

Payment/collection received from dealers and parties as per instruction of Regional.

Prices of all products of Ittehad Chemicals Ltd. discount rate etc.

Heavy interaction with attorneys, lenders and clients to coordinate closings.

Education

Master's

Skills

Account Reconciliation (Less than 1 year), Associate (Less than 1 year), CALL DETAIL RECORD (Less than 1 year), cash (Less than 1 year), CDR. (Less than 1 year)

Additional Information

Key Skills: Banking Instruments Skills, Financial Services, Back Office Management, External Communications,

Team Management, Corporate Management

Account Reconciliation, Communication Skills,

Summary of Career

- Responsible for the effective settlements of corporate payments on daily basis.
- Able to provide excellent customer service to corporate client/private client.
- Assigned to follow up the clients on their payments on time.
- Communicate with branches for any cheque / cash collection/delivery as per client request.
- Preparing month end report for all currencies in each currency account.
- Responsible for maintaining client's up to date statement of accounts.
- Supervising the team for payment verification & trade confirmations.
- Responsible for maintaining settled and outstanding trade details.
- Preparation of request of Demand Draft/Pay orders/CDR.
- Settle trades on settlement date and on timely basis.
- Excellent communication skills, both verbal and written.

Major Roles in Various Organizations

Name of Institution: Ittehad Chemicals Ltd. Pakistan

Job position: Assistant Manager

Duration: June 2014 - Feb 2019.

Department: Marketing & Finance

Ittehad Chemicals Limited (ICL) is the pioneer and one of the largest manufacturers of industrial chemicals in

Pakistan. It produces Caustic Soda, Liquid Chlorine, Hydrochloric Acid, Sodium Hypochlorite, Bleaching Earth

(Shaffaf), Chlorinated Paraffin, Sulphate Acid 80%, Zinc Sulphate, and Barium Sulphate. ICL has strategically

diversified its product portfolio in order to cater for the demand of the market.

Responsibilities and Duties:

Responsible for Daily Trade Reporting In SAP.

Responsible for maintaining settled and outstanding trade details.

Payment/collection received from dealers and parties as per instruction of Regional.

Prices of all products of Ittehad Chemicals Ltd. discount rate etc.

Heavy interaction with attorneys, lenders and clients to coordinate closings.

Institution: MCB Bank (Pvt.) Ltd. Pakistan

Job position: HR Associate

Duration: June 2013 - May 2014

Department: Human Resources

MCB Bank Limited (formerly Muslim Commercial Bank) was incorporated by the Adamjee Group on July 9, 1947.

Responsibilities and Duties:

- Training needs analysis process.
- monitoring transactions
- Checking Of back office transactions
- preparing daily reports
- other tasks assigned from time to time (i-e Checking Performance Evaluation Forms, Collecting information of the employees)

Qualifications

Master In Business Administration. 2010-2014

- Hailey College of Banking & Finance

University of the Punjab Lahore.

MS/M.Phil

- Hailey College of Banking & Finance

University of the Punjab Lahore

Bachelor of Commerce 2010

- Pakistan Finance College of Commerce, Lahore

Intermediate (Commerce) 2008

- BISE Faisalabad,

Matrix (Science Group) 2006

- BISE Faisalabad,

Skills:

- Microsoft word, Microsoft Excel, Microsoft PowerPoint, Outlook.
- System Application Products(SAP)
- Data organization skills.
- Exceptional time Management Skills.
- Strong interpersonal coordination Skills.
- Excellent analytical ability.
- Extremely organized and Trustworthy
- Attention to detail and Flexibility.
- Client Relationships, Supports Innovation and Developing Standards.