

Ijaz Ahmad

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Education : M.Com

Visa Status: Employment Visa

Address: UAE, Deira Dubai.

Language: Urdu, English

Objectives: I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.



Summary:

Experience:

Organizations: MNW Advisory Service (PVT)Ltd

(Jan, 19 Nov,21)

(Designated to Punjab Group of College)

Organization Type: Advisory Service (Educational institute)

Designation: Advisor (Accounts and Finance Executive)

Job Description:

- Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions)
- Prepare monthly and quarterly management reporting
- Manage the company's financial accounting, monitoring, and reporting systems
- Collecting, interpreting and reviewing financial information
- Predicting future financial trends
- Producing financial reports related to budgets, Cash Flow, Income Statement, account payables, account receivables, expenses etc.
- Developing long-term business plans based on these reports
- Reviewing, monitoring and managing budgets
- Developing strategies that work to minimize financial risk

Organizations: VESTA DEVELOPERS(PVT) Ltd (March,17-Jan,19)

Organization Type: Real Estate Builders & Developers

Designation: Assistant Manager Recovery /Customer Executive

Job Description:

- Ensure that collection targets are met as per the collection strategy
- Maintain record of all settlements agreements made with the customers.
- Prepare appropriate reports clearly identifying issues and options for dealing with them
- Evidence of well-developed organizational skills and the ability to meet deadlines.
- Deals customer related property taxes
- Deals client related Merging of files
- Close coordination with customers to resolve claim related - issues.
- Produce delinquency reports on a monthly basis appropriately
- Implementing Trade Schemes and Strategies, Developing

Organizations: EMCO INDUSTRIES LTD.

(Feb,16 to March,17)

Organization Type: Manufacturing

Designation: Accounts Officer.

Job Description:

- Prepare receivable reports.
- Prepare journal entries in QuickBooks, ERP & Microsoft for collection
- Handle accounts payable and receivable
- Substantiates financial transactions by auditing documents.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Reconcile accounts with the general ledger

Professional Certification & Academic Education

Sr.	Certificate /Degree Year	Institution /University	Specialization/Major	Passing
1	M.com	NUML	Commerce	2018
2	B.com	Punjab university	Commerce	2015
3	D.com	PBTE, Lahore	Commerce	2013
4	Metric	BISE DG Khan	Science	2010

Computer Skills & Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used
1	QuickBooks	Good	2021
2	ERP (Oracle)	Normal	2016
3	SHE	Good	2019
4	MS Office	Good	Current

Further Skills

- Experience in customer service roles is a plus
- Time-management abilities
- Exceptional written and verbal communication skills
- Strong organizational skills
- Participating and Organizing Safety Meetings and Safety Trainings
- Recording and maintaining client contact data, progress reports, project status.
- Regular follow-up pre and post finalization of deal.

Reference

- Will be furnished on Demand