

Ijaz Ahmad

Contact: +971524151986

E-mail: ijazchajra@gmail.com

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