

SYED MAQSOOD ALI

Accounts Executive • Operations Executive • Administration



Seeking a career with a company, where expertise, skills, and knowledge can be utilized to assist in the growth of the company as well as personal development

✉ syedmaqsoodali@gmail.com ☎ +971 58 301 1026 / +92 3333811013 (WhatsApp)

Executive Profile

- 🕒 **Dedicated and accomplished professional offering 12+ years of experience in Accounting and IT procurement.** Hands-on expertise in reconciling & maintaining balance sheet accounts, preparing financial reports, and presenting to the management.
- 🕒 **Extremely detail-oriented and knowledgeable** of the analytics necessary to evaluate a company's performance and the means to apply those analytics to drive the company forward and maximize profits.
- 🕒 **Committed to innovation in the field** of business operations and endlessly curious to find new and better ways to improve a business's functions and to meet annual goals.
- 🕒 **Proficient in managing** all accounting transactions, handling monthly, quarterly and annual closings, and reconciling accounts payable & receivable. Providing financial advice by studying operational issues.
- 🕒 **Self-motivated, hard-working, and goal-oriented** with a high degree of flexibility, creativity, and commitment. Strong communication, presentation, organizational, interpersonal, and relationship-building skills.

Key Impact Areas

Accounting Operations	Cash Management
Inventory Management	Network & Administration
Document Control	IT/Desktop Support
Team Building & Leadership	Asset Management
Client Service	MIS Reporting & Documentation

Education & Credentials

- 🕒 **MBA: Finance** from Indus University, Karachi, Pakistan in 2009

Courses/Trainings Attended

- 🕒 **ACCP (Aptech Certified Computer Programming)**
- 🕒 **MS Office 2013 Professional**

IT Skills

- 🕒 **Tally ERP 9 Gold**
- 🕒 **Quick Books**
- 🕒 **Peach Tree**
- 🕒 **Zero**
- 🕒 **Climax**
- 🕒 **MS Office**
- 🕒 **Windows 7, 10**
- 🕒 **Windows Server 2012 Administration Services**

Key Skills



Personal Details

Date of Birth: 11th Dec 1984

Marital Status: Married **Nationality:** Pakistani

Visit Status: Visit (Valid till Jan 2022)

Languages: English, Urdu, and Arabic

Professional Experience

Feb'18 – Sep'21 with Ahmed Brothers, Karachi, Pakistan as **Accounts Executive**

Job Profile:

- Assumed end-to-end responsibility of the Accounts department for the entire organization.
- Prepared monthly statements by collecting data; analyzed and investigated variances, summarized data, information, and trends.
- Prepared special reports by studying variances while assisting in preparing budgets and developing forecasts.
- Ensured operational compliance with policies & regulations, and processed vendor payments & check requests.
- Prepared financial reports, such as balance sheets and income statements, invoices, and other documents.
- Shouldered additional tasks and projects to learn more about accounting and office operations.
- Helped with accounts receivable, payable, bank statement reconciliation, and balance sheet accounts reconciliation.
- Worked in Climax Accounting software and MS Office 2013.

Previous Experience

Sep'12 – Dec'17 with 3I Info Tech Ltd., Sharjah as **Consultant**

Growth Path:

- **MIS Support Engineer**, IT Procurement & Support, Yokogawa Middle East & Africa (Dec'12 – Dec'17)
- **IT Procurement & Support Engineer**, IT Services Project for ICICI Private Bank Ltd (Nov'12 – Dec'12)
- **Asset Management**, Procurement Dept., IT Services Project for Emirates NBD Bank (Sep'12 – Nov'12)

Significant Accomplishments:

Yokogawa Middle East & Africa:

- Directed all IT decisions, support, and administration at the site, assisted by a team of XX.
- Supported the company's diverse network, including software, hardware, telephony, and process solutions by sharing folders, installing, configuring, and administering Win7 and Win10.
- Involved in creating user accounts, configuring user profiles, creating local & global groups, managing account and domain controller, installing and configuration of Symantec endpoint protection (SEP 12.1.7) for all XX internal users, migrating client OS from Windows 7 to Windows 10 for all users internally and updating patches.
- Monitored system & hardware policies, hard disk configuration for fault tolerance, backing up data using Backup devices, networking using TCP/IP, and related services like DHCP, DNS, RAS (Remote Access Services).
- Provided remote support to the management team via VPN and arranged video conference system for XX corporate users; assisted customers with the configuration of Mac products.
- Managed Mobile Encryption, including Air watch Security (Mail Activation, service book Resetting, backup and Restoring *.ipd Files); handled all iOS and Android phones and gadgets.
- Handled hard disc encryption in Windows Bit Locker security features, functionality, and recovery of Bit Locker ID.
- Raised PR for items required as per taking approval from Managers and submitted the quotation to the Finance team.
- Presented IT goods reports item/s both inbound and outbound and stocks in hand. Also reported on daily routine works and remedy updates as per SLA with the Manager and IT services.
- Administered and resolved all internal technical issues in coordination with the Team Lead within agreed SLAs using the Service Desk Engine PLUS ticketing tool.

Emirates NBD Bank and ICICI Private Bank:

- Oversaw IT goods receipt from XX vendors and keyed the same into Remedy to maintain adequate stocks.
- Distributed goods to different branches (Emirates NBD, Dubai Islamic Bank, Emirates Islamic Bank, Network International) after instituting bar codes and tickets as per requests received from XX users.
- Resolved issues/incidents/requests raised by users related to RAM, board, software, new PC/laptop, hardware, network, etc.
- Assigned multiple locations to the driver by positing immediate requests & ensuring all projects were completed on time.
- Interfaced with vendors for timely delivery of items; arranged and booked required IT goods for new projects/users.

May'10 – May'12 with UFG General Trading LLC, Dubai as **Assistant Accountant**

Significant Accomplishments:

- Led all activities of the Accounts department for the United Office System group, including United Office Systems, United Furniture, and Lilliput.
- Handled GL, cash/cheque payments, prepayments, bank reconciliations, loans, and cheque receivables.
- Involved in feeding purchase orders & invoices, raising credit note/s to XX suppliers, and debit note/s for sales return from customers.
- Generated 7 submitted weekly, monthly, and quarterly reports on gross profits, profile/s, and balance sheets for auditing.
- Assisted the General Manager on required reports, following up with the bank for the telegraphic transfer and conversion rates, setting up sales targets, etc.
- Coordinated with the Sales team and delegated activities as per management requirements.

May'08 – Jan'10 with Lucky Textile Mills (Manufacturing and Exporters), Karachi as Assistant Accountant

Significant Accomplishments:

- Involved in journal entries, receipt vouchers, payment vouchers, and bank reconciliations.
- Handled payments on invoices after GRN, cash payments, cheque payments, and prepayments as part of Accounts Payables as well as PDC cheques receivable, loans receivable as part of Accounts Receivables.
- Evaluated the inventory by feeding purchase orders & invoices, raising Debit notes to customers as per defective pieces.
- Assumed full responsibility of imports & exports of goods, weekly/monthly/quarterly reports, job order costing, preparing financial reports, and variance analysis in line with business plans.
- Prepared presentations for monthly accounts report for the General Manager.
- Followed up with purchase orders up to invoices and expenses incurred.
- Worked on Quick Books Accounting software and MS Office 2007 applications.



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