

Summary

Motivated accounting and sales professional focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Detail-oriented and efficient in coordination among different departments in timely manner. Results-oriented sale professional with 3 years of experience in sales, and one year experience in accounting . Quick and eager learner with acute attention to detail and consistent track record of identifying process improvements to drive quClairety, accuracy, and efficiency.

Skills

- Bilingual (English, Urdu, Punjabi, Hindi)
- Email Communication
- Active listening
- Experience of working in people soft
- Communication
- Co-ordinate with Multi departments
- Computer
- Customer service
- Interpersonal
- Leadership
- Management skills
- Problem-solving
- Time management
- Multi Tasking
- Work under pressure

Experience

Accountant, 04/2019 to 04/2020

Ametek, Inc. – Aurora, IL

- Weekly Reporting
 - Cost Score Board update
 - Bad Debts score Board Update
 - Bi-weekly Area Callbacks Tracker
 - GPS & Toll Pass Devices Inventory Report
- Monthly Duties
 - Update Score board weekly
 - Update Bi-weekly Area callbacks Tracker Bi-weekly
 - Upload and create COL certificates on PIN Project for vendors
 - Send Pick up request for impounded units
 - Worked on conversions / Demand Letters
 - Key in all LOFR invoices
 - Clean Credits end of the Month
 - Helped VR(Vehicle Repair) on Shop Cars
 - Communicate with vendors regarding payments and invoices
- Secured positive customer satisfaction ratings by resolving issues efficiently.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Organized expense reports to track and report expenses on business-related trips.
- Facilitated month-end close processes, invoicing, journal entries and account reconciliations.
- Developed 30-60-90 day past due report to track monthly defaulted donors.
- Supported senior leadership by preparing monthly and quarterly financial statements to enhance database accuracies.
- Assessed accounting accuracy, performing daily cash functions including A/P and A/R tracking.

Assistant Manager, 07/2017 to 04/2019

Urban Air Adventure Park – New Braunfels, TX

- Implemented training processes for newly hired employees and supervised department managers, shift leads and production personnel.
- Planned and prepared workflow schedules, delegating tasks for 8 member team.
- Enforced company policies and procedures to strengthen operational standards across departments.
- Provided leadership and direction for employees, supervising activities to drive productivity and efficiency.
- Cultivated customer loyalty by training team members in industry-leading service standards.
- Produced monthly sales and performance reports, supporting operational planning and strategic decision making.
- Completed inventory audits to identify losses and project future demands.
- Increased annual sales by driving operational efficiencies and building customer rapport to foster loyalty.
- Initiated inventory control measures to manage and replenish stock, maintain costs and meet customer demands while monitoring clothing, accessory and shoe levels.
- Analyzed trends, identifying consumer demand and forecasting seasonal trends.
- Trained team to deliver outstanding customer service, boosting customer satisfaction ratings 95%.
- Collaborated with store manager to develop strategies for achieving sales and profit goals.
- Maintained positive work ethic and commitment to providing excellent service to improve operations efficiency and customer satisfaction.
- Improved efficiency and productivity by implementing organization systems for financial reports, schedules and inventory control.
- Delegated daily tasks to team members to optimize team productivity.
- Managed personnel scheduling, facilitating adequate coverage to meet demand.
- Developed and implemented performance improvement programs, by doing monthly re-views and one-o-one meetings.
- Supported sales management initiatives to optimize business development.
- Conducted job interviews, led employee performance evaluations with constructive feedback and rewarded top sales performers to attract and retain top-quClairety personnel.
- Secured revenue, accurately monitoring transactions and deposits to eliminate discrepancies.
- Mentored staff to enhance skills and achieve daily targets, using hands-on and motivational leadership.
- Coached and mentored employees by delivering training, guidance and performance monitoring.
- Set up monthly targets and meet them.

Management Trainee, 09/2016 to 07/2017

Beef Products – Dakota Dunes, SD

- Balanced cash drawer daily and performed all opening and closing duties.
- Tracked, recorded and reported customer satisfaction data for each shift.
- Worked alongside senior team members to learn all related job tasks and roles.
- Decreased costs by negotiating with vendors and suppliers for better prices.
- Assisted with administrative tasks to better understand industry processes.
- Greeted and assisted all customers daily in high-traffic retailer.
- Standardized policies to maintain compliance with company guidelines and regulatory requirements.
- Drove profit increases by leveraging market knowledge and natural leadership talents.
- Ran daily reports to assess performance and make proactive adjustments.
- Cross-trained in every store role to maximize operational knowledge.
- Accomplished objectives in 5 months.
- Helped business managers keep operations running smoothly, increase revenue and optimize processes to capitClaireze on industry changes.
- Assumed responsibilities of store manager during absences.

Education and Training

Master's of Commerce And Accounting: Accounting / Finance, 2003

University of Punjab, Pakistan - Pakistan

Bachelor of Arts: Commerce / Accounting / Economics , 2001

University of Punjab, Pakistan - Pakistan