



ARSLAN JAMIL

ERP Executive

About Me

To attain a position amongst highest level of management through my contribution in a progressive, result oriented and dynamic organization, where I can utilize my experience, skills, expertise and studies towards growth of the organization as well as enrichment of my professional abilities



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Language

- English
- Urdu
- Punjabi

Skills

- Communication Skills
- Team Work
- Social Cause
- Problem Solving
- Critical Thinking
- Leadership
- Interpersonal Skills

Professional Experience

Stylers International US 7 | US Group

Lahore - Pakistan

Sep - 2022 To Present

Position : ERP Executive

Job Responsibilities

- Master Data Maintenance & Cleansing
- Working as system Administrator, Defining new responsibilities, menus, function, security rules and accounts for profile options to ensure proper segregation of duties with effective control environment
- Co-ordinate with technical team regarding preparing testing and finalizing customized reports.
- Extensively worked on various business flows such as Order to Cash (O2C), Procure to Pay (P2P).
- Develop user manuals & training materials as needed
- Validate system functionality
- Recommend & implement changes to optimize business operations
- Identify opportunities for process improvement & efficiency
- Troubleshoot and resolve system related problems promptly
- Provide day-to-day functional supports to end-users, addressing their inquiries & issues
- Creation of new SOP's and ensuring their proper implementation as required by the management
- Defining suppliers, customers
- Item Code Creation , new user defining.

Pak Electron Limited | PEL

Lahore - Pakistan

July - August 2022

Position : Finance Internee

Learning Opportunities

- Gaining experience in analyzing financial statement, conducting ratio analysis, & assessing the financial health of a company
- Working with financial software and tool
- Explore financial market , industry trends & economic indicators
- Understanding financial regulation.

Technical Skills

- Oracle EBS
- Microsoft Excel
- Quick Book
- Data Analysis

Education

M.Com (Finance)

Hailey College of Commerce

University of Punjab

Lahore - Pakistan

Session 2020 To 2022

B.Com (Accounts)

Islamia University Bahawalpur

Bahawalpur - Pakistan

Session 2018 To 2020

D.Com (Accounts)

lahore Board of Technical Education

Lahore - Pakistan

Session 2016 To 2018

Certifications

- Quick Book
- Excel Specialization for Business
- Financial Market

Reference

Furnished Upon Request