



Azeem Latif

Finance & Business Operations Specialist

Results-driven finance professional with over **8 years of experience** in financial management, operations, and strategic planning across FMCG, telecom, and distribution sectors. Adept at streamlining financial processes, improving reporting accuracy, and supporting organizational growth through effective fiscal oversight.

✉ azeemlatif04@gmail.com

☎ 0321-6490321

📍 Gujranwala, Pakistan

WORK EXPERIENCE

Finance Officer

Haidre Beverages (Pvt) Ltd. Islamabad (Pepsi Cola International)- 1 Year

Finance Manager

Fatima Corporation (Pvt) Ltd Gujranwala.
(Authorized dealer of Coca Cola Beverages Pakistan Ltd. Gujranwala - 3 Years

Finance Officer

Zast Communication (Warid Franchis) Model Town Gujranwala - 1 Year

Finance Manager

Wasim Traders (Whole sale Distributor in Gujranwala Division of Capital Food Industries & Marketing Services Islamabad) - 3 Years

PERSONAL PROJECTS

Financial Reporting Dashboard (Excel/Google Sheets)

- Designed a customized dashboard to track monthly income, expenses, and cash flow for a small retail business using pivot tables, charts, and formulas. Improved decision-making and financial transparency.

E-Commerce Business Accounting Template

- Created a complete bookkeeping template for small e-commerce stores to manage sales, purchases, inventory, and profit calculation. Used MS Excel with automation formulas.

Basic Inventory Management System (MS Excel)

- Developed an Excel-based inventory tracking system for a local wholesale business, enabling real-time stock tracking and reorder alerts.

Digital Recordkeeping & Customer Billing System

- Built a customer ledger and invoice system for a local distributor using MS Word and Excel to reduce manual paperwork and improve billing accuracy.

EDUCATION

Bachelor of Commerce (B.Com)

University of the Punjab — 1998

Faculty of Arts (F.A)

Board of Intermediate, Gujranwala — 1996

SKILLS

Financial Reporting & Budgeting

Accounts Management

Cash Flow & Expense Control

Business Operations & Administration

Deadline Management & Task Reporting

Analytical Thinking & Decision Making

ACHIEVEMENTS & CERTIFICATES

6-Month practical knowledge in city institute of management sciences Lahore. (C.A Foundation Course)

6-Month practical knowledge in Institute of Chartered Accountant of Pakistan Lahore. (C.A Foundation Course)

6-Month certificate in computing software. (Nicon center of computer sciences Lahore)

1-year certificate in E.Commerce (Pakistan institute of Technology (PITECH) Gujranwala.

LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Corporate Strategy & Leadership

Exploring New Business Trends

Reading Books on Business and Motivation

Community Engagement & Volunteering