**Ajlal Haider Sheikh**

**Address: House #23 Line E Tramri Chowk Islamabad**

**Cell no: 03458577750**

**03157214282**

[jarisheikh@yahoo.com](mailto:jarisheikh@yahoo.com)

I want to attain a position based on my qualification, in an organization that can further enhance my professional capabilities in the field of Information Technology. I want to work in a dynamic organization which would provide me with the opportunity to contribute my skills, abilities and experience in accomplishment of the organizational goals as well as my own towards an enriching job.

***Academic Qualification:***

***MBA Finance***

Continue…

***B.com***

Newport Institute of Communication & economics

(2007-2009)

***FSc***

Mirpur Board Azad Jammu & Kashmir.

(2005-2006)

***Matric***

Pilot High School No.1 Muzaffarabad (Mirpur Board)

(2003-2004)

***Professional Certification:***

***Certificate in Information Technology.***

Scholars College of Sciences & Information Technology Muzaffarabad.

***Diploma in Hardware.***

Scholars College of Sciences & Information Technology Muzaffarabad.

**Diploma In IT and Networking**

Capital Institute of Information Technology Muzaffarabad

***Employment History:***

***CSR (Customer Services Relation Officer)***

* Organization: Mobilink
* Duration: May 2008 March 2010.

***Core Roles:***

* To ensure top of the line customer relationship management.
* Respond to complaints on help desk.
* Day to day support issues related to end users.
* Follow up with our teams for back end issues effecting end users’ functionality.
* Handling online billing system.

***Assistant Finance Manager***

* Organization: KCT (Kashmir Charitable Trust) Contractual Job
* Duration: MAY-2010 TO APRIL-2011

***Core Roles:***

* Preparing Financial and Management Reports in a Systematic Way.
* Explain Billing Invoices and Accountancy and Financial policies to staff.
* Resolve Accounting Discrepancies.
* Supervise the Input and Handling of Financial Data and Reports for the Organization Automated and Manual Financial System.
* Recommend, Develop and Maintain Financial Data Base, computer Software System and Manual Filling System.
* Prepare Profit and Loss Statements and Monthly Closing.
* Other Duties as Assigned.

***Branch Incharge***

* Organization: MEZBAN STORE
* Duration : JUNE 2011 to DECEMBER 2012

***Core Roles:***

* To maintain prescribed store standards of hygiene, health and safety while enforcing excellent customer service.
* Responsible for all fixtures in the ambient section-maintenance and upkeep.
* Is presentable and follows the uniformed company policy.
* Adhere to and carry out all operational policy and procedure for the section.
* Able to monitor and provide feedback on product/s sales/movements etc.
* Monitor appearance and control expiry dates of product shelf life.
* Responsible for the area staff coverage and ensures floor coverage.
* Able to plan out and Merchandise the area according to customer profile.
* Ensure quality and Display quantity is always maintained in a specific area.
* Feedback to head office for Customer requirements.
* Maintain Customer Service standards at all times.
* Maintain stock in branch and warehouse and sendin demand according need.

***ACCOUNTANT***

* Organization: Q-MOBILE CUSTOMER CARE CENTER MZD
* Duration : FEB 2013 to JUNE 2015

***Core Roles:***

* Maintain Daily cash Book & Petty cash
* Internal Audit of Jobs, Cash, Accessories at end of the Day.
* Responsible for Delivery of only Non Warranty Jobs.
* Maintaining Expense Sheet of Branch on Daily Basis.
* Internal Audit of Stock after every 15 days.
* Keep a record of all expenses receipts & bills & provide it to Head office when asked.
* Maintain voucher file & Deposit slip file.
* Maintain TCS Data in and out

***ACCOUNTANT***

* Organization: WAHID-e-CONNECT Islamabad
* Duration : July2015 to JUNE 2016

***Core Roles:***

* Arrange financial statements on a monthly basis and sometimes on daily basis.
* Prepare and put in order all the files and tax reports, essential company incomes at the local, federal and state levels.
* Support assessment activities
* Preparing all the records of profit and loss statements, monthly cost and closing accounting records.
* Accountable in compiling and in analyzing financial stuffs for better understanding of financial entries that is essential for broad ledger accounts.
* Review and Monitor accounting process for comprehensiveness, efficacy and accuracy.
* Analyze expenditures and revenues and give suitable suggestions and proposals in financial planning and other accounting fears.
* Resolve accounting problems by carrying out the essential inquiry and setting up a more well-organized auditing system.
* Explain accounting policies and billing invoices to vendors, staff and clients.
* Determine accounting inconsistencies.
* Maintain and develop financial data supports, manual filing system and computer software systems.
* Interrelate with external and internal auditors as well in completing audits.
* Completing other assigned duties.

***References :***

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Irfan Ur Rehman

Sr. Manager NIS

PTCL , Islamabad

Muhammad Aleem

Zonal Manager

Mezbans , Islamabad

Jawad Muzaffar

C.E.O Wahid-e-connect islamabad