

Bilal Alvi

Junior Accountant

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SUMMARY

Aspiring Junior Accountant with ongoing ICMA Managerial Level 2 qualification, demonstrating strong financial analysis and management capabilities. Proficient in Microsoft Office Suite, particularly Excel, with solid understanding of accounting principles and financial reporting. Experienced in supporting financial decision-making through internship and academic projects, showcasing analytical skills and effective teamwork. Eager to contribute to a dynamic finance team while pursuing continuous professional growth and career advancement.

EXPERIENCE

Finance Intern

BMT Pakistan

Feb '24 — Aug '24

- Conducted research and financial analysis to support decision-making processes within the finance team.
- Collaborated with team members on various projects, enhancing teamwork and communication skills.
- Assisted in preparing financial statements and reports, ensuring accuracy and compliance with accounting principles.
- Contributed to improving the efficiency of financial documentation processes, supporting timely reporting.

SKILLS

Technical Skills Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Financial Modelling, Accounting Principles, Financial Reporting

Analytical Skills Analytical Thinking, Problem Solving, Data Analysis, Budgeting, Forecasting, Cost Accounting

Interpersonal Skills Communication, Teamwork, Organisational Abilities, Independent Working, Interpersonal Skills

PROJECTS

Financial Model for Cost-Saving Analysis, ICMA Karachi

Jun '24

- Developed a comprehensive financial model using Microsoft Excel to identify cost-saving opportunities for a manufacturing company as part of ICMA Managerial Level 1 coursework.
- Analysed financial data to recommend potential savings, enhancing understanding of cost accounting and financial decision-making.

Budgeting and Forecasting Presentation

Sep '23

- Prepared and delivered a detailed presentation on budgeting and forecasting techniques for a business management class.
- Demonstrated strong analytical and data interpretation skills, effectively communicating complex financial concepts to peers.

AWARDS

Volunteer Certificate

Local Charity Organisation

Dec '23

Awarded for exceptional dedication and contribution to fundraising and donation drives at a local charity event.

Certificates of Excellence

Various Educational Institutions

Jun '22

Received multiple certificates recognising outstanding performance in inter-school and inter-college competitions.

EDUCATION

Managerial Level in Accounting and Financial Management, ICMA, Karachi

Aug '23 — Present

- Ongoing professional qualification focusing on advanced accounting, financial management, and cost accounting.
- Relevant coursework includes financial reporting, budgeting, and managerial accounting.

Intermediate in Commerce, Government College for Men (Nazimabad, Karachi)

Apr '20 — May '22

Matriculation in Computer Science, Falcon House Grammar School (Campus 6)

Apr '19 — May '20

Bachelor of Commerce, Allama Iqbal University

Jul '25 — Present

Karachi, Pakistan

VOLUNTEERING

Volunteer and Fundraiser, Local Charity Event

Jan '23 — Dec '23

Assisted in organising donation drives and fundraising activities, contributing to successful community support initiatives. Demonstrated strong communication and teamwork skills while coordinating with volunteers and local stakeholders.

Member, Boys Scout

Jan '18 — Dec '19

Participated actively in community service projects and events, developing leadership and organisational abilities.

Engaged in teamwork and problem-solving activities to support local initiatives.