

# ANUM ASLAM

Accounts Specialist

Contact:

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↑ Karachi,  
Pakistan

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## Career Objective

A profound and motivated person seeking to acquire a position of accounts assistant in a company, where the substantial experience will be further developed and utilized for career development.

## Education

### **Masters in Business Administration (Supply Chain Management)**

Karachi Institute of Economics and Technology (PAF KIET)

From January 2018 – May 2019

CGPA (3.45/4)

### **Bachelors in Business Administration (Finance)**

Karachi Institute of Economics and Technology (PAF KIET)

From January 2012 – December 2015

CGPA (3.24/4)

## Professional Experience

**Designation:** Senior Executive Officer Operations

**Company:** Alfalah Investments Management Limited

Karachi, Pakistan

**Duration:** January 22, 2020, to May 28, 2021

## **Key Responsibilities**

- Manual and systematic Checking of the transactions of redemptions, conversions & investments on daily basis.
- Checking & verification of bank details provided by customer during any transaction.
- Weekly reporting on active taxpayer list provided by Federal Board of Revenue.
- Induction of Net Asset Value in core application on daily basis before the DTS.
- Processing the checked transactions on system to execute the customer payments.
- Induction & posting of all transactions to trustee system for the final execution of reported transactions.
- Daily reporting of RTGS, IBFT & Instruments collection.
- Induction of VPS Withdrawals on terminal of trustee.

- Process of reversal & refunds if requested from the investor.
- Update the bank statements on daily basis.
- Data analysis of investments transactions.
- Maintain all the investments portfolio on daily basis.
- After the execution of investment transaction, payment verification & clearance process had been done according to bank statements.
- Day end activities such as Finalization of Fund Reports, Fund process, daily transaction activity details, CRM Data reported on daily basis.
- Working for AML/NACTA Data from SECP Data.
- Working on capital Tax Gain Payments on monthly basis.
- Manage the banks Ins and Outs of transactions to check the performance of funds on month wise.

**Designation:** Customer Care Representative

**Company:** Karachi Electric Private Limited  
**Karachi, Pakistan**

**Duration:** March 22, 2017 to October 06, 2018

### **Key Responsibilities**

- Resolve billing related issues or product (i.e., electricity) problems of customers by clarifying them about the complaint.
- Provide best and possible solutions to customers complain as per the SOPs given by the company.
- Strictly compliance on SOPs and KPIs.
- Inform customer of new billing campaigns and facilities through emails and messages.
- Updating customer records on daily basis.
- Work with customer service manager to ensure proper customer service is being delivered.
- Compile reports to check the overall complains registered and total resolved
- Greet customers warmly and ascertain problem or reason to visit IBC.

**Designation:** Accounts Officer

**Company:** Shipco Transport Private Limited  
**Karachi, Pakistan**

**Duration:** December 29, 2014 to February 10, 2017

### **Key Responsibilities**

- Prepare Reports and reconcile accounts payable and accounts receivables with banking management.
- Posting of financial transactions in the system.
- Handling of end to end book keeping.
- Reconciliation of bank statements with payments.
- Managing financial documents and coordinating with multiple teams.
- Manage all accounting transactions including preparation of invoices, posting, and tracking in accounting system.
- Cross-team communication with logistics, warehouse, and sales teams to ensure smooth transaction flow.
- Inventory aging management and stock movement reports.

- Handle monthly, quarterly, and annual closings.
- Ensure timely bank payments.
- Manage financial statements.
- Check and verify cash transactions and investigate and propose a possible resolution for any discrepancies.
- Keeping the records of revenue and expenses.
- Analyze discrepancies between projections and actuals.
- Summarize the financial status by gathering the information and then prepare accounting reports.

## **Internship**

**Designation:** Finance Trainee

**Company:** Pakistan Petroleum Limited

**Department:** Finance

Worked as trainee in finance department, learned about the basis of finance example general entries data entry on system, update spreadsheets of the daily transactions, reconcile and track bank statements and collection of payments vouchers and entering the data on system on daily basis.

## **RELEVANT SKILLS**

- **Data Analysis:** Collect the most important and relevant data from the all-financial transactions, which helps to create the reports and compile the reports accurately.
- **Problem Solving:** Mitigation of errors with the most possible solutions, generate alternatives. This helps to reconcile and balance the statements.
- **Prioritizing:** Setting the most relevant task and responsibilities on priority, which ultimately helps to meet the deadlines in effective and efficient manner.
- **SAP ERP (CRM Module):** Hands on experience on SAP ERP (CRM), all customer data related to queries entered correctly and in organized way. This helps to understand the actual needs and requirements of the customers.
- **Microsoft Office:** Good and proficient command on MS Word (For business letters, emails and other documentations), MS PowerPoint (Presentation, business meetings) and MS excel (Financial data spreadsheets, maintain records, formulas were used (VLOOKUP, SUMIF, IF, ROUND, AVERAGE, SUM, COUNT)).
- **Team Player:** Having good communications skills with the co-workers, cooperation with each other, listening to other motives and work in a collaborative manner.

## **OTHER SKILLS**

- Patience and Negotiation
- Positive Attitude & People Oriented
- Self and Team Management
- Planning and Decision Making
- Ownership and Result Oriented
- Multi-Tasking and Time Management

## **REFERENCES**

References will be furnished on demand

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