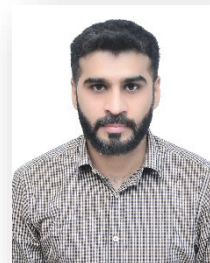


UMAR AFZAL

Cell # +971557896392
Email: umarafzal88@gmail.com
Residence: Dubai, UAE
Visa Status: Visit Visa (untill 31st October 2023)
Availability: Immediate



PROFILE

With a diverse background in administration and accounting, I bring a unique skill set to the table. In admin, I'm adept at scheduling, data management, reporting, correspondence, and payroll, backed by strong communication and organizational skills. Proficient in Microsoft office, Google, and various software tools, I'm recognized for my performance and reliability. With 4+ years in accounting, I excel in financial reporting, auditing, and tax compliance. I handle complex projects, meet tight deadlines, and deliver exceptional results with analytical and problem-solving prowess.

EXPERIENCE PROFILE

Waqar Usman Auto Engineering www.waqarusmanautoeng.com crafting Sleeve, Cylinder Liners, and Piston components	Administrator	Feb 2018 – Aug 2023
Ecomxpert www.ecomzexpert.com eCommerce consultancy and Training Agency	Accountant	Mar 2022 – Apr 2023
Afzal Soap Factory Laundry soap specialists	Accountant	Oct 2014 – Jan 2018
MCB Bank LTD. www.mcb.com.pk	Internship	Jun 2011 – Aug 2011

KEY AREAS OF EXPERIENCE

Waqar Usman Auto Engineering, Lahore, Pakistan www.waqarusmanautoeng.com

Organization type: Manufacturers of Liners & Piston

Reporting to: Director

Position: Administrator (Feb 2018 – Aug 2023)

- Identify and qualify new customers
- Develop sales leads and close deals
- Understanding customers' needs and negotiating terms that are mutually beneficial
- Track orders and ensure that customers are satisfied
- Ensure invoices are accurate and timely collected
- Maintained daily ledgers
- Oversaw company finances
- Managed accounting transactions
- Prepared budget sheets
- Ensured timely bank payments
- Maintained balance sheets and profit/loss statements
- Regular reports on sales, expenses and other financial metrics

Ecomxpert, Lahore, Pakistan www.ecomzexpert.com

Organization type: eCommerce consultancy and Training Agency

Reporting to: Director

Position: Accountant (Mar 2022 – Apr 2023)

- Performed viability and niche analysis
- Conducted market research and segmentation
- Created budget sheets
- Find suppliers for the product
- Work with suppliers to create product
- Ship the products to amazon warehouses
- Created and optimized amazon listings
- Promoted the product on amazon and other channels
- Tracking expenses and managing finances
- Generated reports on sales, inventory, and other metrics
- Created profit/loss sheets
- Launched products for clients
- Managed Amazon seller central accounts

Afzal Soap Factory, Lahore, Pakistan

Organization type: Manufacturers of Laundry soap

Reporting to: Director

Position: Accountant (Oct 2014 – Jan 2018)

Core Responsibilities:

- Reconciliation of receivable and payable
- Preparation of bank reconciliation statement
- Preparation of sales and purchase invoices
- Managing customers ledgers and reconciliation
- Managing petty cash transactions
- Daily cash and bank posting
- Order processing and dispatchment
- Monthly stock take
- Coordination with the production department for inventory maintenance
- Handling all bank matters
- Maintaining frontline relationship with suppliers and customers
- Identify and qualify new customers
- Develop sales leads and close deals

MCB Bank LTD., Lahore, Pakistan

www.mcb.com.pk

Organization type: Bank

Reporting to: Operations Manager

Position: Internee (Jun 2011 – Aug 2011)

Core Responsibilities:

- Providing basic information about banking products and services to customers
- Assisting customers with opening, closing, or modifying their bank accounts
- Counting and managing cash transactions
- Inputting customer information and transaction data into the bank's computer systems
- Handling administrative duties, including filing documents, photocopying, and organizing records
- Gaining a basic understanding of the bank's products and services
- Assisting customers with online banking
- Collaborating with colleagues and supervisors to ensure smooth day-to-day operations

SKILLS

- QuickBooks
- Amazon private label expertise
- Microsoft Office (Excel, Word, PowerPoint)
- Administrative tasks
- General ledgers
- Business budgeting

PROFESSIONAL QUALIFICATION

MBA MARKETING	NCBA&E National college of business administration and economics Lahore, Pakistan www.ncbae.edu.pk	2014
BBA Finance	UCP University of Central Punjab Lahore, Pakistan www.ucp.edu.pk	2012
Intermediate Pre-Engineering	Punjab College of Sciences Lahore, Pakistan www.pgc.edu	2007

PERSONAL PROFILE

Date of Birth	6 th September 1988
Marital Status	Married
Nationality	Pakistani
Languages	English, Urdu, Punjabi