***MUHAMMAD KHURRAM ALI***



Address: B-5-1, Titiwangsa Sentral Condominium, jalan chemur 50400, Kuala Lumpur.

Telephone: 033358365267

Mobile: 0166791167

E-mail: mkhurram20@hotmail.com

***CAREER ObjectIVE:*** To lead the organization being strategic partner of top management team of organization.

***PROFESSIONAL CAREER SUMMERY:***

**Education:** MBA (Finance), B.Com

**Current Status:** Study in CMA 4th Semester.

**Work Experience**: Oct 2011 to April 2014 in K-Electric limited as a “Back Office Executive”

***WORK EXPERIENCE:***

**Organization:** **K-Electric Limited**

**Organization type:**  Power -Electricity

**Designation:** Back Office Executive

**Location:**  Karachi, Pakistan

**Tenure:** Oct 2011 to April 2014

**Reporting To:** Manager

**Key Responsibilities**: Back Office Processing/Administration/Management Reporting

**Brief Job Description**:

* Prepare, compile and maintain daily performance & productivity report of department by using MS Excel, SAP IS-U and BEx Reports “Analyzer” and “Query Designer”
* Entering of Billing and invoicing data in SAP IS-U (Industry Solution for Utilities)
* Managing effectiveness, efficiency and accuracy of all periodical management reports
* Gathering, assembling, analyzing and summarizing data and transfer into a required format
* Follow up with the departments for any requirements or deadline to submit any reports and update to the Manager
* Submitting reports to the Department heads & Managers and updates them on daily & monthly basis
* Prepares schedules of meeting for the Manager and reminds accordingly to the date/time.
* Maintaining important documents, records, and files in organized manner
* Type letters, memos, forms and other correspondence
* Answer calls and dealing with correspondence, complaints and queries
* Assist inventory controlling staff in maintaining inventory records
* Provide administrative & clerical support to the Manager

***INTERNSHIP EXPERIENCE:***

**Organization:** **Pakistan Telecommunication Company Limited**

**Department:** Finance Department (Invoice and Taxation)

**Tenure:** Eight Weeks

**Brief Job Description**:

* Bills Receiving, Parking in SAP, Scrutiny of Bills, Posting of Vouchers, Payment Process in SAP, Printing of Cheques, Signing of Cheques, Dispatch of Cheques by using SAP ERP (FICO Module)
* Maintaining Excel file as per FBR format, Parking/posting of the document in SAP for payment to FBR, Uploading the file on FBR online portal containing tax data to create PSID, Depositing cheque to FBR

**Organization:** **Civil Aviation Authority Pakistan**

**Department:** Accounts and Finance Department

**Tenure:** Four Weeks

**Brief Job Description:**

* Raising, verifying and maintaining the records of bills, Reconciliation of General Ledger by using ORACLE E-Business Suite financial R12.
* Monitoring of profit on investment, Prepare Bank reconciliation statement, Monitoring all the collection Accounts, Preparation of daily fund positions.

**Organization:** **Habib Bank Limited**

**Department:** Retail Banking

**Tenure:** Six Weeks

**Brief Job Description**:

* Processing of deposits & withdrawals transactions, cheques and negotiable instruments at the customer counter by using MYSIS software
* Answer queries regarding account balance, transaction, products and services.
* Assist in opening bank accounts.

***EDUCATION:***

| ***Sr.*** | ***Degree / Certification*** | ***University / Institution*** | ***Specialization / Major*** | ***Year*** |
| --- | --- | --- | --- | --- |
| 1 | CMA 4th Semester | ICMAP | Management Accounting | In Progress |
| 2 | MBA | M.A.J.U University Karachi | Finance | 2011 |
| 3 | B.Com | University of Karachi | Commerce | 2007 |
| 4 | Intermediate | Govt. National College Karachi | Pre-Engineering | 2004 |
| 5 | Matriculation | H.B. Malik Public School Karachi | Science | 2002 |

***COMPUTER SKILLS/ COMPETENCIES***

* Advance Level Skills: Microsoft Word, Excel, PowerPoint and Outlook.
* Advance Level Skills: SAP IS-U (Billing & Invoice, Business Warehouse)
* Advance Level Skills: Typing Speed approximately 35 WPM.
* Intermediate Level Skills: SAP ERP (FICO/Financials) and SAP CRM/CCS (Customer Interaction Center)
* Intermediate Level Skills: ORACLE E-Business Suite financial R12/Oracle Database 10g R2
* Intermediate Level Skills: Peachtree, Tally and QuickBooks computerized accounting software
* Intermediate Level Skills: Microsoft project, Microsoft Access

***Personality Traits/ Strengths***

* Ability to work under pressure in a high-paced environment
* Sound communicational and interpersonal skill
* Flexibility to adjust to a new work environment
* Able to work independently and a team player
* **Ability to handle multitasking.**

***CO curricular/LEISURE activities****:*

* Reading Books, Daily Newspapers, Magazines
* Playing Cricket/Badminton/football, Swimming
* Watch Talk Shows, Documentaries, Current Affairs programs on TV

***Additional information:***

* Date Of Birth: December 27, 1985
* Marital Status: Single
* CNIC: 42101-4057233-5
* Passport No: JT1802332
* Visa Status: Visit Visa
* Nationality: Pakistani
* Language: English & Urdu

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| --- | --- | --- | --- |
| ***Professional references*** | | ***Academic Reference*** | ***personal reference*** |
| Mr. Muhammad Shahid | Mr. Kamran Khatri | Mr. Shujaat Mubarik | Mr. Dilawar Hussain |
| Deputy Manager | Assistant Manager | PhD Research Fellow | customer Service Officer |
| K-Electric Limited | K-Electric Limited | University of Malaya | SingTel |
| Shahid.m@ke.com.pk | Kamran.khatri@ke.com.pk | shujaatmubarik@gmail.com | meelu@live.com |
| +923337085052 | +923312612985 | +60123985267 | +60102198261 |