

SARDAR AAMIR JAVED



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Strengths

- ▶ Binding positive relationships strongly self-motivated, enthusiastic and committed to professional excellence.
- ▶ Ability to work as a part of a team
- ▶ High adaptability
- ▶ Perseverance and Integrity to Work
- ▶ Optimistic

CAREER OBJECTIVE

To be able to share my Administration both in skills and technical know-how and be part of and grow with a design team that would make a difference through disruptive and "out-of-the-box" concepts.

PROFESSIONAL WORK EXPERIENCE

Liquid Detergent Factory:

- Oct-2012 – Onward
- Detergent Manufacturers

Financial Controller:

(Work on Accounting software)

- ✓ Tally ERP 9.0

Job Responsibilities:

- ✓ Manage accounts.
- ✓ Monthly Profit & Loss Details.
- ✓ Accounts Record keeping.
- ✓ Booking & Payments made to suppliers/Vendors.
- ✓ Individual students Record keeping w.r.t Dues.
- ✓ Revenue Reconciliation.
- ✓ Handling inventory
- ✓ Receivable working.
- ✓ Preparing of Bank Reconciliation
- ✓ Fund Report to the concern managers on daily basis
- ✓ DCR (Daily Collection Report).
- ✓ Record keeping and maintain of store equipment.
- ✓ Liaison with students and councilors on fee matters.
- ✓ Physical verification of Assets

Institute of Business & Technology (BIZTEK) Karachi, Pakistan.

- Jan 2011 - Aug 2012
- Higher Educational Institute (Category A)
- Noman Group of Financial Services
- (www.biztek.edu.pk)



INTERESTS

Internet Browsing: Like to explore different sites that contain variety of information and good stuff. This increases my knowledge about various subjects.

Traveling: Like to travel a lot for leisure & knowledge. It gives me opportunity to meet different people and understand different cultures.

Books: Like to read books as they are the best friends. Books are the main source of information and I like to be a person who can talk on any subject.

Account Officer

Job Responsibilities:

- ✓ Booking & Payments made to suppliers.
- ✓ Student dealing.
- ✓ Final working and Final Audit of Transcript files.
- ✓ Final Audit of Degree files.
- ✓ Revenue Reconciliation.
- ✓ Advance & Receivable working.
- ✓ Individual student dues working.
- ✓ Preparing of Bank Reconciliation statements.
- ✓ Fund Reporting to the Manager Finance/CFO.
- ✓ Online student's application working.
- ✓ Online student's application record and Endorsement work.
- ✓ DCR (Daily Collection Report) working of all campuses.

Alsons Reforms and Composite Karachi, Pakistan.

- Aug-2009 --- Dec-2010
- Clifton Karachi

Manager Business and Administration:

Job Responsibilities:

- ✓ Dealing international clients
- ✓ Directly reporting to Co
- ✓ Handling all issues of Bank and custom.
- ✓ Market planning and strategies making.
- ✓ Achieving targets.
- ✓ Purchasing raw materials around the world.

DEWAN GROUP OF INDUSTRIES Karachi, Pakistan.

- July- 2008 – July- 2009
- Silver Sand (D Mart) Dewan Group Of Industries

Store Supervisor:

Job Responsibilities:

- ✓ To supervise all the ware house including the staff of 15 Persons.
- ✓ Directly report to manager
- ✓ Managing the store and doing inventory.
- ✓ Physical receiving

EDUCATION

- **MBA** (Finance) KASBIT.
- **MA. ECO** from University of Karachi, Pakistan
- **B.Com** from University of Karachi, Pakistan
- **H.S.C** from PAF Inter College Korangi Creek Karachi.
- **S.S.C** from Fazaia Inter College Korangi Creek Karachi.

PERSONAL INFORMATION

Father Name : Javed Iqbal
Date & Place of Birth : 12 June 1987
Nationality & Religion : Pakistani, Islam
Marital Status : Married
CPR# : 870638173
Languages : Urdu, English, Hindko

COMPUTER SKILLS

- ✓ Tally ERP 9.0
- ✓ Microsoft Power Point
- ✓ Microsoft Word
- ✓ Microsoft Excel (Formatting, Editing, Formula Using)
- ✓ Net Surfing

PROFESSIONAL GOALS

- I will take up broad range of responsibilities in the organization and will work for the progress of the organization.
- I would actively involve in research within the organization and I in association with industry.
- Well-motivated and Hard Working.
- Punctual and dedicated towards the work

SKILLS PROFICIRNCY

- ✓ **Self-Starter**, capable of assuming different goals
- ✓ A strong **team player**, concerned with developing others.
- ✓ Used to **researching**, Organizing and **presenting data**.
- ✓ Interested in **coaching**.