

Nadeem Arshad

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Rawalpindi

Objective

- I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

Education

- **MBA** (*Finance & Human Resource Management*)
Iqra University
- **BBA** (*Finance*)
Iqra University

Experience

- **Create Business System** Or Free Lancing(In process)
Financial Statement, Bank reconciliation, Maintain Ledger, Taxation (In process)
- **Corporate Business associate** (*Business Development Department*)
Shifa International Hospital (Jun 2016-December 2016, Total 6 month)
Responsibility
Work in Account receivable department, Aging Report, Reconciliation, IPD billing, OPD billing, Panel approving, Invoice Making
- **Assistant manager** (*Office management*)
Community Services Program (January 2014 to 2016, Total 2 year)
Responsibility
Manages all correspondence within and outside the organization, Records all incoming and out-going letters and documents, Maintain relationships with existing donors and respond to their requests regularly and keep updating them about the work of the organization, Report making
- **Internship** (*finance department*) OGDCL (One month)

Certificate

- Oracle Financial Functional Consultant (EBS R12)
- Effective communication and social mobilizer
- MS Access
- Leadership and Team building

Computer skills

- Microsoft Office.MS Access, Quick book,Peachtree SPSS, INVivo software for qualitative

Language

- English
- Urdu
- Punjabi