

SAJID ALI**Bahrain Address:** Contact: +973-33644314**Address:** Road# 2539, Block# 925, Flat# 1260**Opp. IMC Hospital Riffa Bahrain.****Pakistan Address:** Rafi Colony, Samad Pura Road, Punjab Okara.**Contact No.:** +92-332-2928956**Email:** msajidsubhan565@gmail.com**OBJECTIVE:**

“SEEKING A POSITION TO UTILIZE MY PROFESSIONAL KNOWLEDGE AND EXPERIENCE IN ACCOUNTANCY AND MARKETING FIELD THROUGH HIGHEST LEVEL OF COMMITMENT TO ACHIEVE ORGANIZATIONAL GROWTH AND PROFIT”

QUALIFICATION:

<u>Qualifications</u>	<u>Year</u>	<u>Institution</u>
Bachler in Commerce	2007	University of the Punjab
Intermediate (I.C.S)	2004	Lahore Board
Matriculation	2002	Lahore Board

Professional Experiences:**1-Map Builder / Map Rental Equipment Company W.L.L**

Office: 1, Building: 973, Road: 5218, Block: 952, Raszuwayed - Kingdom of Bahrain

2-MAP Premium Rental equipment Co.

Al Taawun District | Building: 6690 | Al-Sakhad Street | Additional: 3586 | Al Khobar , Kingdom of Saudi Arabia

Accountant:**11-Jun-2023 to Current****Responsibilities:**

- Cash Management, Bookkeeping & Maintain all company expenses.
- Maintain Accounts receivable & payable.
- Bank reconciliation. Follow up PDC's payments by calling and emails.
- Prepare and maintain VAT reports and submit to NBR / Prepare Financial Statement.

Century Paper & Board Mills Limited Lahore**Cash Accountant:****08-Feb-2021 to 25-Nov-2021****Responsibilities:**

- Cash Management, Cash Handling, Cash Balancing, Bookkeeping Cash and Credit invoice records.
- Maintain company's international and local purchases and expenses records.
- Maintain Accounts receivable & payable.

Nijeidi Industrial Supply Est. (TETKON)

Al Khobar Dammam, Saudi Arabia

Accountant:**12-Dec-2015 to 01-Jun-2020****Responsibilities:**

- Cash Management, Cash Handling, Cash Balancing. Excellent Customer Services, Strong Work Ethic,
- Handle Counter retail and credit customers with good knowledge of products.
- Keeping Cash and Credit invoice record.
- Bookkeeping & maintain all company's international and local purchases and expenses.
- Maintain Account receivable & payable. Follow up payments by calling and emails.
- Maintain VAT & financial reports and Saudi Aramco (IKTVA report).
- Liaison with other departments for smooth operation.
- Keeping update to CEO about company cash flow and other accounts.

Tameer Micro Finance Bank Ltd. Okara 22-June-2009 TO 23-Nov-2015**Data Entry Officer:****22-Jun-2009 to 05-Nov-2009****Responsibilities:**

- Keeping all records of bank employees that is made new files of loan.

- Follow up of the customers loan file till the final approval received from head office.
- Customers and updates or maintain all filing records and keeping all Banking record.
- Scanned, Copied, Faxed and Filed all office documents according to office procedures.

Cash Officer & Senior Cash Officer in Finance:

06-Nov-2009 to 12-Jun-2012

Responsibilities:

- Cash Management, Cash Handling, Cash Balancing. Excellent Customer Service, Strong Work Ethic, Holding Pressure, Time Management, Problem Solving.
- Review & Monitor cash & DTL's handling in Okara Cluster Branch as well as four top one Financial Centers (Hujra, Renala, Depalpur & Basirpur)
- Handle cash counter service for the customer effectively while.
- Maintaining the Position Objectives integrity of the cash transactions and reconciliations on daily basis.
- Domestic and International Remittance by express money, and Money Gram.
- All Utility Bills Collection.

Achievements:

- Achieved Best Cash Officer award in Hub 2 North Region in 2010.

Operations Supervisor in Finance:

12-Jun-2012 to 13-Jun-2013

Responsibilities:

- Ensure smooth conduct of branch operations to achieve the desired efficiency and consistency in light of Tameer Position Objectives policies and procedures with a view to achieve high standard of quality and excellence in all fields.
- Take ownership of the branch compliance, Audit, and self-assessment functions.
- Ensure that the branch is ready at any time to undertake the review and audit by Internal & External / SBP Auditors.
- Manage cash area effectively to provide service in light of the quality indicators and maintain the integrity of function at all times.
- Undertake opening and closing of the branch as per process and ensure Joint custodial of cash vault with no procedural slippages.
- Take on charge all the security documents like cheque books, drafts, ATM cards or other such instruments and arrange its custody and usage as per the policy.

Team Leader in Finance & Sales:

13-Jun-2013 to 23-Nov-2015

- As per above responsibilities see that my management promoted me as an Operations Manager & Team Leader for control sales and distributions. 1-Deposit 2- (Agri Loan, Property Loan, Gold Loan, Business Loan) and Recovery.

Internship & Certification:

Muslim Commercial Bank Ltd. Lahore.

01-Oct-2008 to 31-Dec-2008

- Public Dealing
- Computer Operating
- Remittance
- Customer services at different counters
- Preparing of vouchers and maintaining book of accounts
- All activities performed during the internship period.

Diploma in Computer Learning and Application:

1-E-Commerce

2-MS Office

3-In page (Urdu)

4-Windows Installation

Languages: Urdu, Punjabi, English & Arabic

Personal Appearance:

Father's Name	Muhammad Akram
Date of Birth	22-Apr-1983
CPR No.	831348771
Nationality	Pakistani
Marital Status	Married

REFERENCE: *Reference will be provided on demand.*