

**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](mailto: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.