



## Irfan Alam

📍 220 Blackburn Road, BB4 5HW Haslingden, Rossendale, United Kingdom - Full Right to Work (Partner-Standard), Full UK Driving License (Own car)

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### Profile

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As a finance graduate with over five years of experience in both academia and industry, I am currently on the lookout for a challenging position in the field of Finance/Accounts, or any related role that can hone my analytical skills and knowledge. My goal is to contribute effectively to the growth of any organization I work for by thoroughly analyzing commercial data and providing valuable insights. I am eager to work in a fast-paced and practical environment that enables me to take on new challenges and further develop my skills.

### Professional Experience

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| 09/2022 – present<br>Heywood,<br>United Kingdom | <b>Data Entry Clerk, Bishops Facilities Management Ltd (Location Iron Mountain)</b> <ul style="list-style-type: none"><li>• Mortgage (Property &amp; Land) Data - Inputting information of mortgagors onto the company's system &amp; working with data sets in Excel</li><li>• Responsible for weeding property files to separate employee contracts, Promotion, and pensions sheets, etc. for the government department</li><li>• Keying in contractor's data from the documents into the computer systems (DCS)</li><li>• Scan the boxes and files</li></ul>  |
| 01/2022 – 09/2022<br>Chester,<br>United Kingdom | <b>Management Support (Remote), TAXMAP Ltd.</b> <a href="#">🔗</a> <ul style="list-style-type: none"><li>• Manage and support to collection of data on sales tax, excise tax, and VAT rates of different commodities trading in the USA, UK, Ireland, Switzerland, and Bermuda markets</li><li>• Support the executive office by conducted research and provided data for tax analysis</li><li>• Maintain thorough and updated tax rates in the backup data</li></ul>   |
| 09/2018 – 09/2021<br>Topi, Pakistan             | <b>Research Officer,</b><br><i>Ghulam Ishaq Khan Institute of Engineering Sciences and Technology</i> <a href="#">🔗</a> <ul style="list-style-type: none"><li>• Facilitated the faculty members on the teaching process</li><li>• Devised and streamline the internal process to ensure smooth execution of routine work, e.g., formed timetable and duty roster, maintained course files for teaching records, and maintained files of the old record and its process of disposal to the central administration</li><li>• Facilitated the recruitment process for faculty hiring at the school</li><li>• Helped at an internal and external level to improvised quality enhancement process e.g., prepared self-assessment report for BBA program, and NBEAC for faculty record for accreditation purpose</li><li>• Organised and conducted industrial trip of the students</li></ul> |

- Managed internship placement for final year students and worked as an internship coordination
- Involved in multi-disciplinary admission campaign across management sciences to engineering sciences at the institute level to boost reach on social media
- Prepared and estimated the annual budget at the school
- Carried out other administrative tasks assigned by the Dean including, exam moderation, invigilation, course folder audit, etc.

## Internship

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07/2014 – 08/2014  
Islamabad, Pakistan

**Oil and Gas Development Company Ltd., Internee**   
Observed working in different sections of Finance & Accounts department such as Accounts, Letter of Credits, Joint Venture, Store etc.

## Education

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02/2016 – 07/2018  
Attock, Pakistan

**Master of Science in Management Sciences (Finance),**  
*COMSATS University Islamabad, Attock Campus*

- Notable Modules: International Finance, Financial Modelling and Enterprise Risk Management

02/2013 – 03/2015  
Islamabad, Pakistan

**Bachelor in Business Studies, Quaid-i-Azam University Islamabad**

- Notable Modules: Financial Accounting, Financial Management

## Certificates

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<b>Process data from dirty to clean</b> <a href="#"></a> Google	<b>Applying data analytics in Finance</b> <a href="#"></a> University of Illinois	<b>Fundamentals of Quantitative Modelling</b> <a href="#"></a> University of Pennsylvania
<b>Accounting Analytics</b> <a href="#"></a> University of Pennsylvania	<b>Excel Skills for Business: Advanced</b> <a href="#"></a> Macquarie University	<b>Global Financial Markets and Instruments</b> <a href="#"></a> Rice University

## Training

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01/2018 – 04/2018  
Attock, Pakistan

**E-Rozgaar Training, Chief Minister's e-Rozgaar Training Programme, Punjab Information Technology Board**

01/2015 – 01/2015  
Islamabad, Pakistan

**Team Management, CDA Training Academy, Islamabad**

## Seminar

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Topi, Pakistan

**Islamic Law by Prof. Shaheen Sardar Ali, GIKI (2019)**

Topi, Pakistan

**Corporate Social Responsibility by Regional Head, Peshawar, Tranzum Courier Service (TCS), GIKI. (2018)**

## Projects

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**Grameen Bank Model for Microfinance, Quaid-i-Azam University, Islamabad, Pakistan**

**Research on Customer Satisfaction using Mobile Phone Applications,**  
*Quaid-i-Azam University, Islamabad, Pakistan*

## Publications

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**Impact of Debt Threshold Level on Real Effective Exchange Rate: A Scenario of Developing Countries,**  
*International Journal of Economics and Management Sciences*. 7 (6). 1-5. [↗](#)

**Role of International Financial Integration on Financial Market Development of Euro Area Countries,**  
*International Journal of Science and Management Studies (IJSMS)* [↗](#)

**Impact of Debt Threshold Level on GDP Per Capita Growth: Evidence of G7 Advance Countries,**  
*International Journal of Science, Technology and Society* [↗](#)

## Skills

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### Research

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● Linear Regression; Panel Threshold Regression; Unit root; Correlation; Report Writing; Secondary research; Quantitative data research; Analysis & forecast of research findings

### Statistical tools

● ● ● ● ●

● STATA; EVIEWS; QuickBooks; Google Drive; Emails; Tableau; MS Excel; Google sheet

### Administration

● ● ● ● ●

Prepare documentation, agendas, and meeting minutes; arrange appointments, meetings, and interviews; schedule solutions; Produce reports; file, and maintain records and databases; handle and respond to emails and social media; Manage queries; Typing; Prepare worksheets; Coordinator; Multi-task

### Computer

● ● ● ● ●

● Microsoft Office (Excel; Word; PowerPoint; Outlook); MS Team; Zoom; Google sheet; Slack

### Accounting

● ● ● ● ●

University Course projects

### Driving

● ● ● ● ●

Manual & Automatic Cars

### Google Suite

● ● ● ● ●

Gmail, GDocs, GSheets, GSlides, GDrive, GMeet, GForms

### Filing

● ● ● ● ●

### Finance

● ● ● ● ●

Budget estimation; Financial statement preparation and analysis; Ratios, Forecast

### Database Management

● ● ● ● ●

● Data Inputting; Data cleanse; Data Visualization; Data Presentation; Data analysis; Data interpretation; Data reporting

### Interpersonal Skills

● ● ● ● ●

Clear communication; Careful listener; Supportive; Positive attitude; Empathetic behavior

### Organizational Skills

Team Management; Problem-solver; Work ethic; Personal Development; Performance oriented, Time management; Innovator; Self-starter; Goal-oriented, Attention to detail; Collaborative

### Data Entry

● ● ● ● ●

Data entry in MS Office, Google Sheets, DCS

### Financial Analysis

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University Course Projects

### Tax Experience

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VAT tax rates, excise tax & custom tax

## Awards

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25/09/2011

**3rd Position holder in College,** Govt. Arts & Commerce College Attock  
Got 3rd position in B.com examination in college

## Interests

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- Reading financial and political articles
- Read books
- Football
- Cricket

## Languages

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- English
- Urdu

## References

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Upon request