# IRAM BUTT

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To help the organization in achieving the competitive advantages in this rapidly changing dynamic business environment by gaining implicit and explicit knowledge through the best abilities of mine.

## EXPERIENCE

**JUN 2019 – SEP 2020**
**ACCOUNTS EXECUTIVE,** PROFESSIONAL EMPLOYERS PVT LTD

- Management of Accounts Payable
- Maintenance of Data and its Accuracy
- Analyzing Accounts by Making Different Reports
- Tax Management of Vendors
- Team Task Management

**APR 2018 – APRIL 2019**
**ASSISTANT MANAGER FINANCE,** CONNEXIS PVT LIMITED

- Maintaining Cash Book, Bank Book and Cheque Register
- Maintaining of CPV (Cash Payment Voucher), CRV (Cash Receipt Voucher), BPV (Bank Payment Voucher) and BRV (Bank Receipt Voucher) Files.
- Maintaining of Purchase Register Along with LPO File.
- Maintaining of Receivable Record (Client Wise & Sales Person Wise)
- Generating Invoices
- Maintaining Accounts Payable Ledger
- Cash Flow Updating
- Maintaining Payroll

**JUN 2017 – DEC 2017**
**MTO,** SAPPHIRE GROUP (FINISHING MILLS)

- Preparing Primary Documents for Upcoming Shipments (Sea & Air)
- Preparing Commercial Documents
- Dealing with Banks Regarding LCs, Advance Payments & Bank Documents.
- Receiving EPRC'S from Banks.
- Maintaining Records of every Shipment Manually and Systematically.
- Dealing with Clearing and Forwarding Agents.

**MARCH 2017 – MARCH 2017**
**INTERNSHIP,** NESTLE PVT LTD

- Dealing with Social Media Customers for Ongoing Promotional project.

# EDUCATION

**FEB 2021**
**CFA LEVEL I PASSED IN 1ST ATTEMPT**

**DEC 2016**
**MBA (FINANCE),** FAST NUCES
Score: 3.80/4.00 (Silver medalist)

**AUG 2015**
**B.COM (HONS),** HAILEY COLLEGE OF COMMERCE, UNIVERSITY OF THE PUNJAB
Score: 3.75/4.00

# SKILLS

- JD Edward
- Microsoft Excel
- Microsoft Power Point
- Oracle
- Peachtree

# PROJECTS

- Investigating the Factors Influencing Customer Satisfaction in Pakistani Restaurant Industry
- Financial Analysis & Forecasting of Pakistani Commercial Banking Sector using Multi-Factor Regression Equation
- [Multi-Factor Regression model, Microeconomic Factors, Forecasting of 5 years]
- Financial Analysis & Forecasting of Service Sector
- [Ratio analysis, Du-Pont analysis, Forecasting of 5 years]

# HONORS & INTERESTS

- Silver Medalist in MBA
- Research Published in 21st CMC (Middlesex University London) 2016
- Playing Piano
- Gardening