

## Professional Profile

Corporate Finance professional with extensive experience. Highly adept at the implementation and management of financial procedures.

## Core Skills and Abilities

Corporate Finance skills and knowledge

- Ability to compile, verifies, analyse, interpret, and disseminate critical financial data (actual, forecast and budgeted) to all major stakeholders.
- Experienced in accounting records, competent in statutory reporting and tax related tasks. Can communicate complex technical data and statistics clearly.

### System Implementation

- Successful implementation, analysis and management of new accounting system and procedures, including system integration. Able to cope with pressure and work in a fast paced environment.

### Communication and leadership skills

- Communicate effectively to build relationship both internally and externally, develop strategic partnership and provide advice at all levels of managements.
- High level of personal organization and time management skills.
- Ability to always maintain self-motivation and be consistently pro-active.

## Employment Record

### Finance Officer

ASEA the Technology People (Jun-2011 to Present)

### Responsibilities:

- Providing and interpreting financial information
- Monitoring and interpreting cash flows and predicting future trends
- Analysing change and advising accordingly
- Advising on investment activities and provide strategies
- Formulating strategic and long-term business plans
- Researching and reporting on factors influencing business performance
- Developing financial management mechanisms that minimise financial risk
- Conducting reviews and evaluations for cost-reduction opportunities
- Managing a company's financial accounting, monitoring and reporting systems
- Producing accurate financial reports to specific deadlines
- Calculations and managing of Employees benefits

## Finance Assistant

ASFA the Technology People (Oct-2008 to Jun-2011) ✓

### Responsibilities:

- Prepared expense reports and corporate presentations.
- Maintain and administered the corporate financial system (Oracle Financials).
- Communicate with clients and evaluate their needs and specifications.
- Established and maintain relations with banks/ financial institutions.
- Prepared staff schedules and ensured timely pay disbursements.
- Managing all vehicles (Repair& maintenance, instalments, Token Tax, etc)

I have also performed following responsibilities as a Project Accountant during my stay at the same industry:

- Maintained project-related records including billings expenses sub-contracts and other documents (in an electronic format whenever possible)
- Coordinated monthly financial projections and assisted in processing any potential cost issues identified
- Reported on project profitability (BFR) to Project Manager

### Certification University of Illinois at Urbana-Champaign by Coursera.

- Financial Management Specialization (License: RNWCBYD9ADBBA)

### Academic Record

University of the Punjab, Lahore  
M.Phil. Accounting & Finance (continue...)  
University of the Punjab, Lahore  
MSc. Actuarial Science (3.65/4 CGPA)

### Training Sessions

- One day workshop on "Credit Ratings", organized by University of Lahore.
- Three days "International Business Conference" organised by LBS, University of Lahore.
- One day workshop on "Derivatives-Future Markets" organized by University of Lahore.

### Reference

Will be furnished on demand.