

IMRAN AFZAL MAKHDOOM

CAREER OBJECTIVE

To perform a leading role in a challenging environment that creates desire to succeed with distinction resulting in better understanding of business issues, development / implementation of business strategies, development of excellent interpersonal skills, and greater job satisfaction

EXPERIENCE

March 25, 1996 — September 13, 2019

EDUCATIONAL SERVICES (PVT) LTD (Beaconhouse School System)

- Worked as Senior Manager Financial Excellence Head Office Lahore (December 16, 2014 – September 13, 2019)
- Worked as Senior Regional Manager Accounts North (Islamabad) & South (Karachi) (April 1, 1997 to December 15, 2014)
- Worked as Assistant Company Secretary Head Office, Lahore (March 25, 1996 to March 31, 1997)

EXPERTISE:

- Worked in ERP (Enterprise Resource Planning) Oracle Financials
- Follow-up & coordination with Internal Audit Department
- Preparing Annual Budget and forecasting trends
- Implementing systems, policies & procedures to facilitate internal control.
- Providing and interpreting financial information
- Business Development Planning
- Effective Cash Flow Management
- Managing company's financial accounting, monitoring and reporting systems
- Producing accurate financial reports to specific deadlines
- Developing MIS Reports
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage
- Implementing training courses / workshops for new recruits

EDUCATION

Masters in Business Administration 1994-95

The International University, Graduate School of Management & Computer Sciences

Bachelor of Computer Science 1992-94

The International University, Graduate School of Management & Computer Sciences

FSC 1989-1991

Sadiq Public School Bahawalpur

CERTIFICATE COURSE

Skill Development Course from IBA on Analysis of Financial Statement from April 20, 2014 to May 4, 2014

REFERENCES

Mr Noor-ud-din Ahmed

Director Development, Educational Services (Pvt) Ltd

PERSONAL DETAILS

Address: 303-D-1, Nespak Housing Society, Lahore.

Contact: 042 - 35181303, 0300 – 8949189

Marital Status: Married

CNIC: 35202-5563656-9

Date of Birth: December 10, 1972