# Finance Professional

**ACCA FINALIST, BSc (Hons) UK**

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| **PROFESSIONAL SUMMARY** | I am an **ACCA Finalist** and also completed my **Graduation** from **Oxford Brookes University UK**, having diversified experience in the field of **Accounting, Finance, Corporate Treasury and Investment Research** in different organizations including **Multinational Corporations (MNCs)** and **Investment Brokerage**.  Recently worked in **Corporate Treasury & Finance** function of MNC,s **"Descon & Syngenta"**. I started my career as a Summer **Investment Analyst** in **AKD Securities.** | |
| **SKILLS AND ABILITIES** | * **SAP ERP** * **Tally, Equal, Quick book, Sage** * **Peachtree Quantum** * **Treasury Management** * **MS Excel, Word, PPT** * **Payments & Banking Transaction** * **Bank Reconciliations** * **Report Writing & Research Skills** * **Financial Modeling** * **Budgeting &Variance Reporting** * **Time Management** * **Dynamic & Team Player** | Worked on certain tasks during my exposure at "Descon & Syngenta"  Practical experience  Working experience as well as Certification From **PUNJAB UNVERSITY** Working exposure regarding LC,s, GURANTEES, TT,S, INSURANCE, etc. Practical Training and Practical Experience  Ability to correspond directly with Banks &Insurance Companies  Performed and latterly supervised  Ability to conduct organized research for reports on any Topic  Working Experience and Workplace Training  Practically trained on variance reporting & budgets preparation Ability to work under pressure and meet strict time deadlines Ability to work in supervisory as well as supporting staff role |
| **PROFESSIONAL EXPERIENCE** | **Treasury & Finance Trainee** | AUG-15 –- SEP-15 |2 MONTHS  **DESCON** ENGINERRING LIMITED | PAKISTAN | |

**DESCON** is a big giant in Pakistan with a strong presence in Middle East ( **UAE**, KSA, KUWAIT, QATAR

& OMAN). It operates in well diversified industries. It contributes in Chemical, Power, Construction & Engineering sector. **DESCON** executes various projects for prominent **UAE** companies such as **GASCO**, **ADGAS, ADNOC, BOROUGE & TAKREER.**

Key Competencies:

* Undertake Financial Ratios Analysis and indicate the key indicators to improve financial performance.
* Preparation of Ageing reports & Reconciliations of Receivables and Payables.
* Book keeping preparation of vouchers to Trial Balance.
* Preparation of Financial Statements
* Reconciliation of Individual Ledgers by Recording & Updating.
* Correspondence with Operation Department, Banks, Insurance Companies & Clearing Agents.
* Ability to Manage Treasury Function and Practical Exposure of Dealing with import payments via **"Letter of Credit (LC), Telegraphic Transfers, SWIFT and RTGS".**
* Correspondence with bank for Advance Payment bonds & Bank Guarantees required by clients.
* Correspondence with bank for Financing against Trust Receipt (FATR).
* Full Working Knowledge and Practical Exposure of Documents relevant in import payments such as Purchase Order, Performa Invoice, Letter of Credit Terms & Opening form, Bill of Lading, Air Ways Bill, Commercial Invoice, Bank,s Presentation & Acceptance Memo, Goods Declaration and Clearing agent correspondence.
* Preparation of Bank Reconciliation Statement.
* Documentation & General Administration work perform.

**Major achievements:** Assisted The Financial Controller of DESCON in the completion of time pressured offshore Audit of **DESCON HAMRIYAH SHARJAH**.

**TREASURY & FINANCE TRAINEE**

**SYNGENTA** PAKISTAN LIMITED | PAKISTAN

| DEC-14 –- MAR-15 | 4 MONTHS

**SYNGENTA** is multinational organization based in Switzerland with its global presence in 90 countries. It is also listed in **Zürich** and **New York** Stock Exchange. It is the market leader of the worlds Agribusiness and Agrochemicals Industry.

Key Competencies:

* + Undertake Financial Ratios Analysis and indicate the key indicators to improve financial performance.
  + Correspondence with Operation Department, **Banks, Auditors, Insurance Companies & Clearing Agents**.
  + Analyses the Cash Flow Position to ensure the effectiveness of Import Payments.
  + Preparation of Ageing reports & Reconciliations of Receivables and Payables.
  + Preparation of import plan to access cash flow and financing requirements.
  + Ability to Manage Treasury Function and Practical Exposure of Dealing with import payments via "**Letter of Credit (LC) and Open Account".**
  + Preparation and Reconciliation Of Insurance Premium vouchers.

**Major achievements:** Evaluation of SYNGENTA Pakistan compliance with Global & Local **Trade Finance**

**and Credit Management Policy** and reports the recommendations to Business Finance Partner.

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|  | **SUMMER INVESTMENT ANALYST** |JUNE-14 –- AUG-14 | 3 MONTHS  **AKD SECURITIES** LIMITED | PAKISTAN | | | |  |
|  | **AKD Securities** is one of the leading securities firm in Pakistan, providing a comprehensive range investor focused services, including equity brokerage, Investment research, Investment Banking and financial advisory services. AKD accounts for more than 6% of the average daily value of the Karachi Stock Exchange. It is ranked as **Best Corporate Finance** House in Year 2013-2014.  Key Competencies:   * Preparation of Comprehensive Financial models for **Financial analysis** and **Share Price Valuation.** * Conduct organized Investment Research and Prepare Research reports for clients. * Prepare and deliver Presentations to Head of Research & Clients on Research findings.   **Major achievements:** Covered Textile Industry and prepared comprehensive Financial Model, Repor and presentation on Gul Ahmed Textile Mills Limited as an **Investment Analyst.** | | | | of  t |
|  | **Other than above mentioned experiences I have performed different assignments on individual basis as a consultant, which includes implementing accounting software (QuickBooks pro, Tally ERP 9 and Peachtree), independent Investment Research and risk assessment for different small and medium sized entities.** | | | |  |
|  | **PROFESSIONAL QUALIFICATIONS** |  | **Association Of Chartered Certified Accountants** (ACCA-FINALIST) | **Only 1 Exam Left**  |AUDITING, ACCOUNTING & FINANCE | UK  **Advanced Diploma in Accounting and Business** |AUDITING, ACCOUNTING, COSTING & FINANCE | UK  **Certified Accounting Technician |** COSTING, ACCOUNTING & FINANCE **|** UK | |  |
|  | **ACADEMIC BSc (Hons) in Applied Accounting |Oxford Brookes University UK|** FINANCIAL & BUSINESS ANALYSIS  **QUALIFICATIONS** | | | |  |
|  | **ACHIEVEMENTS** |        | Awarded with a **"Shield"** by Assistant Manager Treasury of **SYNGENTA** in reward of my dedication to wo Trained Research Interns in **AKD Securities** for certain Financial Modeling and Financial Analysis Techniq University **"Research & Analysis Project"** was categorized in the list of **"Well Written Projects"**  Awarded with the **Certificate of Humanity** twice by Fatmid in reward of Blood Donation services. | | rk**.** ues. |
|  | **TRAININGS Presentation Skills |** PAC | LAHORE, PAKISTAN | 3 Months Training|Public Speaking , Presentation & Meeting Skills  **Communication Skills |** ACCA, AMAL, JA, INJAZ, BETS | Attended Various Virtual & Live Seminars/Trainings | | | | |
|  | **PERSONAL** |  | **DATE OF BIRTH GENDER MARITAL STATUS RELIGION NATIONALITY LANGUAGES** | 22ND OCTOBER, 1991  MALE SINGLE ISLAM PAKISTANI  ENGLISH, URDU, PUNJABI, HINDI |  |

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