**First Name of Application CV No 1660368**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE:**

To secure an entry level position in Societal Activism with your esteemed organization to pursue targets, assist in strategy making and build & execute tactical plans for professional excellence in meeting your organizational objectives

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **NRSP Microfinance Bank Ltd.**

**Tenure:**  **January 2015 – February 2016**

**Designations:** **Accounts Executive**

**Responsibilities:**

* Current Account Reconciliation
* Prepare Bank Reconciliation
* NRSP Head Office Reconciliation with NRSP Bank
* Assets Schedule of Region Office
* Authorization of Advices
* Working on SidatHyder Financials

**Organization:** **AbuDawood Trading Company**

**Tenure:**  **September 2010– December 2011**

**Designations:** **Accountant**

**Responsibilities:**

* Maintain proper accounting entries / records.
* To receive, review and process petty cash
* To receive suppliers invoice, verify, record and process for payment
* To book monthly invoices in AR as well as in GL, record collection, record monthly entries

**VOLUNTEER EXPERIENCE :**

* Worked as volunteer for “**Alif Ailaan”** Pakistan at Bahawalpur District Level, 2013.
* Worked as volunteer for “**Khudi”** Pakistan since 2012.
* Worked as volunteer for **“Akhuwat”** (NGO) 2012.
* ember of the Organizing committee of **“Internship & Laptop Distribution”** Ceremony by Punjab Government at The Islamia University of Bahawalpur 2013

**RESEARCH WORK AND PUBLICATION:**

Impact of Brand Switching, Brand Credibility, Customer Satisfaction and Service Quality on Brand Loyalty*”,* **Shoaib Ahmad Amin**, *IOSR Journal of Business and Management (IOSR-JBM) e-ISSN: 2278-487X, p-ISSN: 2319-7668, PP 12-20*

**ACADEMIC EDUCATION:**

**EXAMINING BODY: YEAR**

* Master Of Business Administration(3.5 Years) The Islamia University of Bahawalpur 2015
* Bachelor of Commerce The Islamia University of Bahawalpur 2010

**ACCOMPLISHMENTS*:***

* Participated in **X-culture International Collaboration** Project 2013.
* Organized the Seminar on **Personality Development**, Department of Management Sciences, IUB.
* **Entrepreneurial Business**, Department of Management Sciences, IUB.
* **Advertising Competition**, Department of Management Sciences, IUB.

Organized the Seminar on **“Success Entrepreneur’s Stories”** in Department of Management Sciences, The Islamia University of Bahawalpur.

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English, Urdu and Hindi Languages.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Presentations w.r.t. Analysis)
* **Sidat hyder Financials** (Accounting Software)
* **Tally ERP (**Accounting Software)

**PERSONAL INFORMATION:**

**Date of Birth** : 09 May 1990

**Nationality** : Pakistan

**Religion**  : Islam