**Imtiaz**

**Imtiaz.352181@2freemail.com** 

**Career Objective:**

“To pursue my career in a position that offer challenges, recognition and opportunities to grow as a solid professional. My prime objective in life is to obtain a challenging position in an organization that can give me the opportunities to explore my talent and professional skills up to the highest level and provide me the opportunity for ongoing learning process.”

**Academic Qualification:**

**Master in Business Administration – Finance** fromSuperior University Lahore.

**Bachelor in Commerce** from Punjab University

**Professional Experience:**

**City Housing Society:** **Admin Officer: Aug. 2013 to Jan. 2017**

* Coordinating office activities and operations to secure efficiency and compliance to company policies
* Supervising administrative staff and dividing responsibilities to ensure performance
* Managing agendas for upper management
* Greeting clients
* Maintaining the supplies of commodities

K.M Ashraf & Sons Pvt. Ltd. Accountant: (Nov. 2011 to Apr. 2013).

Manufacturer and exporter of textile garments since last four decade having more than Rs.2 billion exports on annual bases with complete textile vertical unit.

* Prepared daily accounting transactions and post them in accounting software on regular basis;
* To regularize the complete book keeping on daily basis;
* Maintain of suppliers ledgers according to accounting procedures
* Deal with banks and make bank reconciliation’s statements
* To conduct the monthly cash counting
* To enforce the standard operating procedures and policies as adopted by the management
* Ensure the preparation of reliable and fair financial statements
* Working on work order wise profit & loss to make better procedures

The Imperial Electric Company: Inventory Coordinator - July 2007 to August 2009

* Plan & scheduled emergency maintenance of Generators over 2000 sites Ufone and other valued customers.
* Keeping track of all inventory for transportation.
* Making note of damaged, lost and stolen goods
* Maintain stock and audit.

**Computer Skills:**

1. ERP (SAP) inventory module
2. FOXPRO inventory module
3. Tally ERP
4. MS Office

**Professional Capabilities & Accomplishments:**

* Budget forecasting expertise
* Account reconciliation expert
* Customer service skill
* Excellent presentations skills
* Enthusiastic personality coupled with quick learning ability
* Self-motivated & energetic with excellent leadership qualities

**Personal Detail:**

Date of Birth: 15th May 1985

Nationality: Pakistan

Marital Status: Married

Visa Status: Visit Visa