**SYED**

[**SYED.365089@2freemail.com**](mailto:SYED.365089@2freemail.com)



**ACCOUNTS, ADMINISTRATION (PRO & Logistics) & CLIENT RELATIONSHIP PROFESSIONAL**

*Seeking a position to utilize my skills and abilities in an industry that offers professional growth while being resourceful*



**PROFILE & STRENGTHS**

* A Result-oriented Accounts & Logistics professional offering an experience of **8.6 years** in **Accounts, Budgeting,** **MIS, Auditing, Logistics Management, Relationship Management, Coordination & administration** relatedactivities; currently spearheading as **Accounts & Admin In-charge** with **Oil & Gas Trading Company FZE, Oil &**

**Gas Trading Company FZE (HFZA - Hamriyah Free Zone Authority), U.A.E.**

* Possess demonstrated expertise in mobilizing and managing financial resources to meet company’s long & short-term financial needs while handling all Labour & Commercial functions. Expertise in formulating and implementing the Accounting Policies\ Procedures and Statutory enactments with the ability to relate theory with practice.
* Experience in handling cost effective procurement and achieving significant savings through effective evaluation of vendors and developing cost-effective alternatives for various imports operations.
* Proficiency in **managing entire administrative activities** and key competencies in structuring and implementing innovative Administrative policies/procedures. Demonstrated ability in executing various functions such as **MIS** **management, administration, planning & implementation etc.**
* Consummate professional with **excellent planning, execution, monitoring and resource balancing skills,** attention to detail as well as the ability to build and lead the team effectively.

**Core Competencies:**

Accounts Management  Strategic Financial Planning / Projections  MIS  Relationship Management  Costing/Taxation  Statutory Compliances  Commercial Functions  Accounts Payable & Receivable  Budgeting  Inventory Management  Supplier Management  Procurement / Logistics  Vendor Management / Development  Cost Rationalization / Optimization  Business / Commercial Operations  Manpower / Labour Management  Liaison & Coordination  General Administration  Statutory Compliance  Facilities Management  Infrastructure Maintenance  Administration and Process Management  Relationship Management  Team Management  Training & Development



|  |  |
| --- | --- |
| **PROFESSIONAL EXPERIENCE** |  |
|  |  |
| **Oil & Gas Trading Company FZE (HFZA** - Hamriyah Free Zone Authority) | **May 2014 – Till date** |
| **(**Working Site: **Bilco Middle East FZC** –a manufacturing Company**)** |  |
| Role: **Accounts & Admin In-charge** |  |

Role as **Accounts In-charge:**

* Spearheading efforts on the visa of **Oil & Gas Trading Company FZE**; also working for **Bilco Middle East FZC** – a manufacturing Company.
* Dealing with Accounts Receivable by taking follow up procedures to recover the amounts within the stipulated time.
* Handling documentation of financial transactions by entering account information.
* Handling Accounts Payable by following Invoicing/Billing trends and methods within the organization.
* Looking after Petty Cash transactions within the budget set by the organization for day to day tasks.
* Substantiating financial transactions by auditing documents.
* Following the financial actions by analyzing accounting options on the basis of experience and given instructions by the top level management.
* Managing reconciliation of financial discrepancies by collecting and analyzing account information.
* Holding discussions with the team and relevant management staff.
* Maintaining financial security by following internal controls.
* Preparing financial reports by collecting, analyzing, and summarizing account information and trends.
* Ensuring confidentiality of customer’s operations by keeping financial information confidential.
* Achieving financial objectives by anticipating requirements.
* Submitting information for budget preparation, scheduling expenditures, monitoring costs and analyzing variances.
* Managing preparation of payments by verifying documentation, and requesting disbursements.

**Role as Administration In-charge & PRO:**

* Providing Administration and Infrastructure/ Facilities management support to ensure hassle-free office operations.
* Paying the role of PRO and formulating & implementing strategic plans to enhance service quality standards and customer service.
* Deftly handling preparation & implementation daily plan/schedule, Logistics / Store, HR Office, work related to the infrastructure of the organization.
* Handling Vendor management and coordinating with the supply and purchase chain, placing orders etc.
* Preparing reports, documentation while coordinating with other departments/ Units Heads.
* Providing necessary support to the Management in terms of administration.

|  |  |
| --- | --- |
| **SOGO LIGHTING WORLD** | **Jan. 2012 – Feb. 2014** |
| **Accounts & Admin In-charge** |  |

* Looked after account payable and receivable, maintained purchase, recorded deposit slips / vouchers along with bank reconciliation, bank & cash statements, bank transactions including handling cash and cheque.
* Prepared all types of payments, stock management system, depot management, records updating and reporting.
* Handled daily receipt of cash, credit and closing of daily transaction. Managed Sales monitoring / updating of online applications.

|  |  |
| --- | --- |
| **FDM Pvt. (Ltd.)** | **March 2011 – Dec. 2011** |
| **Asst. Finance Officer** |  |

* Involved in the preparation of fortnightly sale report, preparation of all types of payments; handled bank reconciliation, bank & cash statements.
* Maintained account payable and recorded deposit slips / vouchers.

|  |  |
| --- | --- |
| **FDM Pvt. (Ltd.)** | **Jan. 2010 – Feb. 2011** |
| **Sales Coordinator** |  |

* Compiled and provided to the Director sales with the Sales Target Reports along with maintaining the list of distributors with complete address.
* Maintained, checked and forwarded the field expenses to HR for further action. Maintained records of creditors and make possible recoveries.
* Updated periodic trade offers of our company and competitor for trading. Monitored the trade activity results and reported the same to Director Sales.
* Handled allocation of P.O. (Purchase Orders) of the branches; recorded trade complains and forwarded to the respective ASM for solution and feedback.
* Analyzed and updated the company and competitor’s price list. Extended support to Sales Team in meetings, information gathering and sales tools requirements.

***Completed Post Graduate Diploma in Economics & Finance during 2009-2010***

|  |  |
| --- | --- |
| **Telenor Pakistan** | **Nov. 2007 – Sept. 2008** |
| **Direct Sales Officer (DSO)** |  |

* Handled sale of Postpaid Numbers; created revenue from sales and generated new postpaid corporate customers.



**EDUCATIONAL & PROFESSIONAL CREDENTIALS**

**MEF (Master in Economics and Finance), 2010-2011 ** University of Karachi

**PGD - E&F (Post Graduate Diploma in Economics & Finance), 2009-2010 ** University of Karachi

**B.Com., 2006-2008 ** University of Karachi

**Intermediate, 2004-2005 ** D.J. Sindh Government Science College

**Matriculation, 2002-2003 ** Falcon House Grammar School

**Computer Proficiency:**

* Windows 98/2000/XP & Internet
* **Digital Accounting** and **Integrated Software** like Application Oracle and corresponding software.
* **MS-Office** (Word, Excel, PowerPoint)

