

***Irfan***

(Accounts Officer)

**Email:** [irfan.385423@2freemail.com](mailto:irfan.385423@2freemail.com)

Four years of progressive professional experience in developing, coordinating and managing multiple projects simultaneously. Proven ability to maintain confidential information in fast-paced environment.

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**Experience:**

**Employer: Spine Engineering PVT Ltd**

**Islamabad, Pakistan (April, 2015-Present)**

**Role:**

**Accounts Officer: (March 2014 – March 2018)**

* Preparing & issuance of Financial invoices
* Update internal databases with account details
* IT Management
* Vendor Payments/Invoices
* Transportation of Goods to Sites and co-ordination
* Inventory Management
* Office Administrator
* Banking of cash and cheque in a timely manner.
* First point of contact for internal and external customer enquiries.
* Ensure compliance with relevant finance Policies & Procedures.
* Monitor cash collection and identify issues for investigation including follow-up with debtor, initiation of internal debt collection procedures and/or referral to an external debt collector.
* Prepare and post relevant journal entries
* Maintain petty cash float including issuing cash, balancing float and preparing monthly reconciliations.
* Timely and accurate processing of all invoices, expense claims and credit card payments.
* Allocate invoices to appropriate cost centres and ensure approval is according to financial delegation, policies and procedures.



* Maintain the records of accounts payable by filing all source documents and system generated reports and prepare reports and other documentation for management when requested.
* Assist with specific financial planning and analysis projects, as relevant, including development of revenue budget and cash flow forecasts.

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Prepare and post relevant journals.

Liaise with and provide appropriate advice to staff on accounts payable issues including escalation point for complex queries.

Maintain constant review of processes and procedures and identify, recommend and implement improvements.

Assist other staff, as required, and provide backup support and job coverage for team members during staff leave/absence.

Maintain constant review of processes and procedures and identify, recommend and implement improvements.

Undertake other duties commensurate with the position as reasonably directed.

Maintain digital and physical records of invoices and contracts

Address payment issues

Update internal databases with account details

**Projects:**

* **Huawei Mobilink-Warid Merger Survey Project North/Center**:
* **Huawei Mobilink-Warid Merger MW Swap Project Center: Huawei Ufone 3G Modernization Project Center**
* **Huawei CMPak Wireless Optimization I&C**
* **Huawei PTCL LTE Project Center**
* **Huawei Mobilink Expansion Center/North**
* **Huawei CMPak MW Swap I&C North**
* **Huawei Mobilink MW Dismantling, Packing & RT 2017 Project Center/North**
* **Huawei CMPak Relocation Project North**
* **Huawei Ufone 3G Expansion 2017-2018 Project South**
* **ZTE Mobilink-Warid Merger 2016 Project Center**
* **ZTE TP 2015 Civil Project Center**
* **ZTE TP 2G & 3G Project North**

**Employer: Vivo Juice**

**Multan, Pakistan (Jul, 2012- March, 2013)**

**Role: Sales Representative**

* Engaging strangers in conversation.
* Explaining competitively priced service plans to customers.
* Planning and scheduling door-to-door routes.
* Processing payments from customers.
* Monitoring sales activities and proactively taking necessary action to re-direct efforts as needed.
* Increasing product penetration in a specific area.
* Developing a rapport with customers.



**Skills:**

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| **Personality Skills:** | | | **Technical &IT Skills:** | | |  |
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|  | Good Personality and Character | |  | Microsoft Applications | |  |
|  | Eager to learn new things | |  | Video Editing | |  |
|  | Photoshop | |  |
|  |  |  |  |
|  | Excellent presentation skills and customer | |  | Accounting | |  |
|  | service | |  | Computer skills | |  |
|  |  | Data mining | |  |
|  |  |  |  |
| Highly motivated | |  | Project Management | |  |
|  | Commitment to set and achieve goals | |  | Big Data Analysis | |  |
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* Perform Tasks responsibly
* Good in Planning Executing , Monitoring & Completion

**Qualification:**

**2007** **Board of Intermediate & Secondary Education Multan**

* Matric

**2007-2009** **Board of Intermediate & Secondary Education Multan**

* I.com

**2009-2012** **Bahauddin Zakariya University Multan**

* B.com

**2014-2016** **Comsats University Islamabad**

* MPA (Masters in Public Administration

**Languages:**

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|  | English | Listening, Written and spoken | **Excellent** |
|  | Urdu | Listening, Written and spoken | **Excellent** |
|  | Hindi | Listening, Spoken | **Good** |
|  | Punjabi | Listening, Spoken | **Good** |

**Personal Information:**

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| **** | Nationality: | Pakistani |
| **** | Date of Birth: | 1st Sep 1993 |
| **** | Residence: | Dubai, U.A.E |
|  | Marital Status: | Single |
|  | Visa Validity: | On 3 months Visit visa |
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