|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IQBAL  [**Iqbal-392210@2freemail.com**](mailto:Iqbal-392210@2freemail.com) | | | | |
|  |  |  |  |
| **About Me**  17+ years’ experience as an accountant / operatios / logistics. Hands on experience to manage accounts and admin duties. Always seeking to improve work procedure to do efficient work. |  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | |  | |
| **SKILLS**  Opetrations Handling  Accounting Software (QuickBooks)  Petty cash management  Cash flow Management  Payroll Management  Financial Reporting  Accounts Receivable  Accounts Payable | MS Office  Cash Management  Invoicing  Journal Entries  Internal Controls  Import and Export  Trading |  | |
|  | |  | |
|  |  |  | |  | |
| **EXPERIENCE**  **OPERATIONS EXECUTIVE, HIGH WAY TRAVEL & TOURISM LLC**  Dubai, UAE — February-2019 – Present   * Negotiating and contracting extra services like transfers and excursions. * Analyzing the product of our different competitors in order to ensure our best conditions in the market. * Internal audit on monthly basis between reservation & operation done task. * Local Sales & International Sales audit after excursion finished, checked through company software.   **OPERATIONS SUPERVISOR, ASIA PACIFIC TRAVEL & TOURISM LLC**  Dubai, UAE — July -2016 – January 2019   * Ensure timely reporting for management decision making. * Negotiating and contracting of rates, special offers, allocation, release periods, overrides, terms conditions for hotels, self-catering or serviced apartments ensuring the best available rates and availability; in both: new properties but also re-contracting existing agreements. * Analyzing the product of our different competitors in order to ensure our best conditions in the market. * Analyzing weekly product/sales reports to identify market trends and revenue/room nights sales growth opportunities * Negotiating and contracting extra services like transfers and excursions.   **Sr. ACCOUNTANT, ASIA PACIFIC TRAVEL & TOURISM LLC**  Dubai, UAE — March 2013 – June 2016   * Ensure timely reporting for management decision making. * Vendor reconciliation & releasing payments according to defined credit limit. * Customer reconciliation & follow up accordingly * Cash flow management (considering payments, receipts & PDCs issued. * Manage all entries in QuickBooks * Worked on whole Accounting cycle, from Invoicing to finalization of Financial statements. * Account Receivable follow ups | |  | |
| **LOGISTIC / BTL EXECUTIVE,, RECKITT & BENCKISER PAKISTAN**  Karachi, Pakistan — May 2012 - February 2013   * Warehouse management, Material Distribution & dispatch execution planning as per market requirement. * Maintains receiving, warehousing, and distribution operations by initiating, coordinating with operations. * Monitor inventory and logistics performance and accuracy metrics. Set time targets for the warehouse team to maintain and improve efficiency in order fulfillment on a regular basis. * Suddenly visiting distributer wearhouse remdom check qulity and packaging. * Surprise visit of IMT/GSP stores to check quality and standreds as per SOPs. * Being a Part of marketing team, involved in all the direct to consumer activities. * Managing In store team of brand ambassadors, school drives of Dettol & Veet programs as well as mohallah gatherings and responsible for their performance and activities. * Developed on time reporting & performance feedback to marketing manager in order to increase personal efficiency. * Coordinate with BTL agencies or strategic partners to ensure target achievement. | |  | |
| **ACCOUNTS EXECUTIVE, NEXUS Corp**  Karachi, Pakistan — December 2011 - April 2012   * Being a Part of Launch Team. Was involved in all the Business related strategies as well as targets and revenue expected from business segments. * Managing a Team of 7 Brand Ambassadors and responsible for their performance and activities. * Developed departmental Process flows in order to increase personal efficiency. * Ensuring target achievement for sales and recoveries. | |  | |
| **IMPORT & FINANCING EXECUTIVE, Quick Food Industries (Pvt) Ltd.**  Karachi, Pakistan — January 2001 - November 2011   * Planning and Coordination with supplier for import as well as export. * Portfolio of importing more than 700 containers and approx.350 export containers. * Duty assessment and Handling of clearing agent. * Monitor and maintain stock inventories as per local market requirement as well as export order accomplishment on time. * Liaisoning with banks for documentation, Murhabah financing, retirement & negotiation of LC’s. * Coordinate with sales team for Sales Forecasting and planning for import to achieve the targets. * Developing Client Relationship tactics to ensure and sustain mutually beneficial long-term relationships. * Liaison between Sales and Business Development Departments. * Directly reporting to the Chief Financial Officer. | |  | |
|  |  |  | | |  | |
| **EDUCATION**  **Bachelor of Science Commerce**  Graduated 1998 Karachi University | | |  | |
|  | | |  | |