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| IQBAL **Iqbal-392210@2freemail.com** |
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| **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. |  |
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| **SKILLS**Opetrations HandlingAccounting Software (QuickBooks)Petty cash managementCash flow ManagementPayroll Management Financial ReportingAccounts ReceivableAccounts Payable | MS Office Cash ManagementInvoicingJournal EntriesInternal ControlsImport and ExportTrading  |  |
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| **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
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| **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.
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| **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.
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| **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.
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| **EDUCATION****Bachelor of Science Commerce** Graduated 1998 Karachi University  |  |
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