Sohail

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**Profile:** Able to work on own initiative and as part of a team. Develop leadership skills involving managing, developing and motivating teams to achieve their objectives. Ability to design system and develop problem solving skills, dedicated to maintaining high quality standards in routine work.

**Objective:** To obtain a challenging position where my professional knowledge and skills will be fully utilized and the organization benefited too.

**Experience:** March 01, 2008 till To Date

Joie de Vivre International Insurance Brokerage LLC Dubai (UAE)

Designation: **Chief Accountant and Administration Officer**

Responsibilities

* + - Manage Accounts and preparation of financial statements
    - Supervise Business Support Officer’s daily activity regarding issuance of debit and credit notes
    - Budgeting quarterly sales targets along with annual targets and resource allocation for business development
    - Preparation and presentation of monthly, quarterly business growth report to the management
    - Preparation of pipeline business report of the individual business unit on the monthly and annual basis
    - Horizontal and Vertical Analysis report of Expenses and income on monthly and quarterly basis
    - Rectification of records, bank reconciliation and insurance companies statement of account
    - Collection of payment from customers and payment of insurance premium to insurance companies
    - Coordinate with Independent Financial Advisors to collect the monthly premium of the individual policy holders
    - Submission of policy documents of individual policy holders to the insurance companies and follow up for indemnified commission
    - Issuance of local purchase order to purchase office supplies and assets for the company
    - Communication with banks, auditors and lawyers
    - Daily cash handling
    - Design training program of Business Support Officers and Customer Support Officers
    - Coordinate customer support officer to design company’s process and procedure along with training of staff members
    - Preparation of job specification and job description of the employees
    - Coordinate with PRO to prepare documents to process employment visa, documents to renew the company license and for other issues
    - Maintain Attendance record of the employees

March, 2005 to Dec, 2007 WOODTEK (Pakistan)

Designation: **Accounts Manager**

Responsibilities:

* + - Managing and maintaining the accounts of the outlet
    - Preparation of financial statements at the end of the reporting period
    - Stock keeping of the raw and finished goods
    - Reconciliation of bank records with bank balances (bank reconciliation)

June, 2004 to Feb, 2005 Skyways Services (Pakistan)

Designation: **Assistant Accounts Manager**

Responsibilities:

* + - Preparation and the posting of vouchers
    - Posting of vouchers in the accounting system (Peachtree)
    - Assist management while developing accounting system

**Internships:** March, 2004 to May, 2004 The Gun Club (Pakistan)

Designation: **Internee**

Department: Accounts

Responsibilities:

* Billing to members
  + - Preparation of vouchers (include income and expense)
    - Calculate receivable on monthly basis from members
    - Assist management during 9th SAF Games, Islamabad regarding accounts and management work

August, 2001 to October, 2001 Muslim Commercial Bank Ltd.

Designation: **Internee**

Working in the following departments:

* + - Remittance department
    - Clearing department
    - Retail banking operation

**Education:** Jan, 2002 to April, 2004 Muhammad Ali Jinnah University, Islamabad

Pakistan

**Master of Business Administration (MBA)**

Majors: Finance

C. GPA: 3.20/4.00

Oct, 1999 to June, 2001 University of the Punjab, Lahore

(Punjab College of Commerce, Islamabad)

**Bachelors of Commerce (B.Com)**

Majors: commerce

Division: 1st

**Languages:** English

Urdu

**Computer**

**Skills:** Microsoft word, Microsoft Excel, Microsoft Power point,

Tally (Accounting Software)

Peachtree (Accounting Software)

Ability to work on ERP program (**BLS information system** for insurance brokerage firm)