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 Top Performing MASTER’S IN PROFESSIONAL ACCOUNTING Graduate

 ***PROVEN STRENGTHS***

A client-focused Finance professional with a good understanding

*Vendor Negotiations* in Finance and Accounting industry with best practices according to

*Contract Management* financial laws procedures for Finance management. Leverage educational

*Strategic Planning* and practical experiencetosuccessfully build and maintain excellent

*Business Analysis* rapport with clients, co-workers and managements, Superior multi-

*Team Leadership* tasker, adeptly manage multiple priorities to meet deadline without

*Process Improvements* compromising work product quality. Exercise discretion, professionalism

*Consensus Building* and exceptional judgement to handle sensitive and highly confidential and private information. Harness strong written and verbal communication skills as well as empathetic listening talents to mediate and resolve conflicts.

PROFESSIONAL EXPERIENCE

* **ACCOUNTS EXECUTIVE**: Worked from March 2013- 1st Feb 2104 in CONVERGYS as Citibank Outsourced Employee in India. Handling day to day Accounts & Operational activities.
* **ACCOUNTS EXECUTIVE**: Worked in UNTIED PETROLEUM, THOMASTOWN, VICTORIA, AUSTRALIA, since April 2011. Originally brought on board to fill a temporary serving position at this intimate local petrol service station with a busy evening crowd; subsequently offered full-time managerial duties based on performance excellence. Directed the end-to-end customer experience; identified and analyzed customer touch points.

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| “***Sajjad has an excellent work ethic and great dedication…He was able to build good relationships with customers and the staff that he managed. I am confident that Sajjad will be a valued asset with another organization.”*** ***Mr. Abbas, Owner, United Petroleum, 2012*** |

* Handling Invoices and Account Books
* Customer Relation

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| --- |
| ***“Sajjad is a personable, hard working, diligent employee, who worked hard to learn our HR processes, HRIS and client service protocols.******He was always willing to go the extra mile and displayed a high degree of integrity, responsibility and reliability.”******MosabAwad, General Manager, 2008*** |

* **ACCOUNTANT**: Worked for 2 yrs since 9thNov. 2008– 28th Feb 2011, as an accountant in

 AL GHADEER CONSTRUCTION & DEVELOPMENT

 CO., U.A.E.

* PAYROLL ADMINISTRATION: Implemented a payroll management system by organizing staff schedules and diligently tracking work hours, overtime, vacations and sick leave into a newly designed spreadsheet.
* SKILL SET: Ability to manage the supplier invoices, vendor contracts and payments.
* PERFORMANCE MANAGEMENT: Spearheaded employee performance management including training, supervision, disciplinary action and termination processes.
* CUSTOMER SERVICE: Instilled a commitment to service excellence within the team, successfully steering the staff to exceed service goals.
* LABOR COST MANAGEMENT: Reduced labour cost by managing and prioritizing staff schedules to cost-effectively meet peak demands.

EDUCATION

**Masters of Professional Accounting;** VICTORIA UNIVERSITY; Melbourne, Australia (March 2011- December 2012)

**Bachelor of Business Administration;** JAMIA HAMDARD UNIVERSITY; New Delhi, India (2005- 2008)

COMPUTER PROFICIENCY

* Graphic Designing
* Peachtree 2009
* Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
* MS Publisher
* Certification in Computerised Accounting ERP by SAP (FICO)

PERSONAL DETAILS

* DOB: 2nd June 1986
* Languages Spoken: English, Urdu, Hindi.