**QAIM**

**Email**

**:** **qaim.383772@2freemail.com**

**Key area**

**: Financial Accounting, Cost Accounting**

**Strategic & Operations Management, Research Methodology**

**Preferred Industry: Trading / Banking / Education / Services / Research industry**

**OBJECTIVE:**

Being a result oriented, determined and dynamic person look forward to be an active and useful member of your organization sharing a rewarding relationship, where I am appreciated form my valuable inputs, genuine efforts and good technical and communication skills.

**EXPERINCES:**

**Oct’ 2017 –To Present at Pioneer Vision Group Al Ain, Abu Dhabi, UAE.**

**From Januray-2018 transfer to Sister Company Al-Reaya Services Center as an Assistant Accountant.**

**Key Result Areas:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DAILY BASES:** |  | **WEEKLY BASES** | **MONTHLY BASES** |  |
|  Daily Collecting and recording |  Preparing all types of cheque |  Preparing salaries, |  |
|  | typists report | commission and rewards |  |
|  |  | requests |  |
| Checking reports with |  |  Handling and payment of |  |
|  Checking and maintaining CBD |  |
|  | immigration and cashier |  | Bank account | cash salaries |  |
|  | system |  |  |
|  | Handling sick leave, vacation, |  Handling and payment of |  |
|  Recording daily cost in focus |  |  |
|  | and applications | suppliers cheque |  |
|  Checking daily petty cash ,cash |  Checking recharging of V |  |
|  Prepare and payment of |  |
|  | payments & receipts |  | token account |  |
|  |  | customers commission |  |
|  | Any other job assigned by HO |  | Checking reports with |  |
|  |  |  Preparing petty cash for |  |
|  | finance |  | immigration and cashier |  |
|  | Reconciliation with cashier |  | system | month and cheque request |  |

**YEARLY BASES:**

 Requesting NBAD for E dirhams cards

 Preparing all bank confirmations

 Cash flow statements

 Financial statements

**Oct’ 2016 – Sep’ 2017 with Khyber Medical University, Peshawar, Pakistan as Finance Officer Key Result Areas:**

* Maintenance of cash & bank books for after the payment to supervisory staff
* Processing the TA/DA bills of supervisory staff, Managing Vouchers,
* Bank Reconciliation Statements, Degree Verifications
* Preparation of the schedule for different on doing financial operation on daily basis

**** Cash-flow & Fund flow statement ****Petty cash books

**** Vendor Ledger ****Cheque Writing & Printing

* Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
* Acting as an integral part of the team to assist in the preparation of annual schedule which involves Financial & accounting activities
* Handling the preparation of:

Report against the external auditor note ****

**** Monthly Finance Report

**** Payroll sheet

including

leave

&

final

**** Account Status Report

settlement

* Fixed Asset Schedule on monthly basis

**Aug’2015 – Sept’ 2016 with Coffey International Development, at Peshawar, Pakistan, as Admin & Finance Manager**

**Key Result Areas:**

* Responsible for the:
	+ - Statutory & Financial Statement of monthly bases operation
		- Maintenance of books of accounts of the employees
* Coordination with banks for (BRS)
* Involved & inspecting in the process of daily bases activates for paper working
* Handled the preparation of:
	+ Account Payable, Demanding Funds from Head quarter for running the operations.
	+ Preparing financial statement and reporting to the Head Finance Department
	+ Provided the reports related to the discrepancy in trial balance

**Jan’2014 – April’ 2014 with Muslim Commercial Bank Limited, at Dir Lower, Pakistan, as Internee**

**Key Result Areas:**

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

Cash managements

Customer accounts making





Foreign remittances

billing and cheque preparing

**QUALIFICATION:**

* **MBA (Finance)** from National University of Modern Languages, Islamabad, Pakistan in June -2016
* **BBA (Hons)** from (IBMS) University of Agricultural, Peshawar, Pakistan in Dec- 2014

**RESEARCH PUBLICATION:**

* **2016- Qaim Syed**, Iqbal Muhammad, Raza Waheed, and Khan Sher. **Relationship between working capital management and profitability**. Published in an International journal for innovative research inmultidisciplinary field, Vol – 2, Issue – 8, Aug –2016.
* **2016- Qaim Syed**, Hussain Sajjad. **Identifying and improvement of the core issues related to supply chain disruption, to reduce the extra cost of companies**. Published in International journal for innovativeresearch in multidisciplinary field, Vol – 2, Issue –10, Oct 2016.

**RESEARCH SUPERVISOR:**

* + Factors of motivation behind consumers’ online shopping behavior-2016 University of Peshawar.
	+ Impact of Indian Drama on Pakistani Culture-2016 University of Peshawar, Pakistan
	+ Impact of militancy on Primary Education-2016 University of Peshawar, Pakistan
	+ Peace building through performing art in the conflict zone (A case study of “ Aitebaar in district Peshawar )

**KEY SKILLS:**

* **Technical Skill:**
	+ - Research Skills

 Proposal Making  Project, event and meeting Report Writing

* **Interpersonal Skills:** Good communication, Presentation, and Co-operation skills. Flexible andResponsible with excellent negotiation and oral communication skills, creativity and variety, direction and leadership to planning, accounting policies, financial management and exercise the tax policies.
* **Knowledge of:** Balance Sheets, Profit Measurement, Cash Flow statements. Carrying outinvestment appraisals, Trend analysis & financial modeling with dynamic market conditions, profitability, customer service, strategic management, management information system, data analysis, corporate information and strategic management, e-business and commerce, corporate governance, merger & acquisition and quality work with Strong analytical skill

**COMPUTING SKILLS:**

* **Professional Certification of Microsoft Office Specialist (MOS) 2013 Essential**:

 Microsoft Word **o** PowerPoint **o** Access **o** Excel, **o** Publisher 2016

* + Use MOAS MOS in your Classroom/Organization.
* **Microsoft Project 2013 Essential:**

****

****

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| --- | --- |
| Customizing and sharing project |  Tracking and Managing Project in Microsoft |
| Building a project schedule | Project. |

* **Security Fundamental and Digital Literacy:**

****

****

****

Computer Security and Privacy

The internet, Cloud Services and World Wide Web (www)

Productivity Program **o** Digital Lifestyle.

 **Bring Your Team Together** **o Microsoft window Small Business Server**

* **Teaching and Technology:**
	+ Organize and manage the use of ICT in your Classroom/Business
* **Office Hours:**

 OneNote for School Administrators  More ways to take Notes in OneNote 2016

 Run More Effective Meetings  Email and Calendar on the Go

* + Work like a network
* **Reporting in Microsoft Dynamic CRM 2016**

 Create accessible documents (office 2016)

* **Knowledge of Restaurant and Hotel Management System,**
* **Experiance of Focus 7,Focus 8, Time & Attendance software, Quick Book, Peachtree, Tally, Cashier System, cheque preparing software, operation & appraisal software.**

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| **PERSONAL DATA** |  |  |
| **Date of Birth :** | **05/03/1992** |
| **Place of Birth** | **:** | **District Dir Lower** |
| **Gender** | **:** | **Male** |
| **Nationality** | **:** | **Pakistan** |
| **Marital Status** | **:** | **Single** |
|  |  |  |
| **Languages** | **:** | **English, Arabic, Urdu, Hindi, Pushto** |
| **Visa Status** | **:** | **Employment** |