NADEEM

Nadeem-3930227@2freemail.com

**GCC Experienced Finance/ Accounting Professional | Business analyst | Admin Asst.**

**PERSONAL DETAILS HIGHLIGHTS**

DATE OF BIRTH: AUGUST 19,1987 MARITAL STATUS: SINGLE

**CAREER SUMMRY**

Strategic and analytical finance professional with 9 years of success in accounting, financial reporting, analysis, financial modelling and administrative slots including 1.5 yrs of Saudi Arabian experience. Accomplished and result-oriented professional who consistently meets deadlines and increases revenues of organization. Highly skilled at increasing productivity through detailed analytical approach, thrives in high-pressure environment and Technologically experienced. Highly motivated, passionate and determined team player who can lead them anytime towards the business goals.

# PROFESSIONAL EXPERIENCE


## Asst. Procurement Manager / Business Analyst PRESTIGIOUS TRADERS & CONSULTANTS LAHORE, Pakistan APRIL 2018 – MAY 2019

* Managed all data related to sales and revenue.
* Presented data in more précised way that can easily be analyzed.
* Suggested the policies to flourish the profits of company on the behalf of data.
* Overseen all supplies and purchases.

## Finance executive / Coordinator/ Administration Executive

**MUJAMA’A MUAZ BIN JABAL JEDDAH, SAUDI ARABIA**

### NOV 2016 – DECEMBER 2017

* Managed all financial matters including fees collections, employees’ salaries and monthly

based expenditures of institution.

* Coordinated between two campuses and managed mutual issues & matters in a speedy way.
* Scheduled meetings of staff with administration and between teachers and parents.
* Directly supervised internal examination system.
* Supervised IT department and instructed them in the efficient way.

## Real Estate Consultant / Financial Analyst

**LAYALLPUR ESTATE ADVISORS FAISALABAD, PAKISTAN**

### JANUARY 2016 – AUGUST 2016

* Directly communicated with customers and administration to bridge them in suitable way.
* Directed the investors to the best available options to enhance their future returns.
* Negotiated contracts on behalf of clients and administration.
* Managed all financial and analytical data and used it for forecasting.

**Accounts Manager Sales / Administrative Executive MUGHAL TRADERS AND SUPPLIERS FAISALABAD, PAKISTAN** SEPTEMBER 2013 – DECEMBER 2015

* Supervised and controlled all financial flows.
* Suggested policies to enhance the business on the basis of forecasting and data analysis.
* Assisted in the filing of tax returns.
* Worked on cost effectiveness and guided the way forward to increase the sales and profits.

## Cashier / Accountant cum HR Assistant

**LAYALLPUR ESTATE ADVISORS FAISALABAD, PAKISTAN**

### AUGUST 2011 – AUGUST 2013

* Managed all financial functions at higher level.
* Created and maintained databases of employees.
* Controlled the staff’s financial and attendance matters.
* Scheduled meetings and supervised all the arrangements.

## Tour Planner / PA to Managing Director

**SWEET DAYS TOURISM NETWORK FAISALABAD, PAKISTAN**

### FEBURARY 2007 – JUNE 2011

* Managed the bookings and itineraries of clients.
* Planned travel campaigns and suggested the best routes according to the taste of customers.
* Fulfilled duties as travel guide in a number of campaigns with foreigner tourists.
* Assisted finance dept. for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.

# EDUCATION


## M. Sc ECONOMICS | GC Univ. Faisalabad, Pakistan

### 2008 – 2010

1. **A. ECONOMICS | Univ. of the Punjab Lahore, Pakistan**

2008 – 2010



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| **COMPUTER/IT SKILLS & PROFESSIONAL STRENGHTS** |
| * MS- Office / EXCELL
* Tally ERP/ Quickbooks/ Zoho
* Internet/Email/Outlook
* SPSS / EViews
* SEO/ Social Media Marketing/ Freelancing
 | * Data Analysis/ Business Analysis
* Report generation / Budgeting
* Judgment and decision making
* Time management & Multitasking
* Team player and Leadership
 |

**LANGUAGES & COMMUNICATION SKILLS**

* + English (Proficient in Reading, Writing, Speaking & drafting)
	+ URDU/Punjabi/Hindi (Native)
	+ Arabic (beginner)

# AWARDS & ACHIEVMENTS

* + 2015-16: Emerging Professional of the Year Award by Young Economists Association