

CV#40000472

Date of birth 16 October 1991

Work Permit Pakistan

PROFESSIONAL EXPERIENCE

DEC'14-PRESENT ARIF HABIB COMMODITIES Karachi/Pakistan

FINANCE AND BUSINESS DEVELOPMENT OFFICER

- Prepare bank reconciliation statement.
- Allocate fund to Pakistan Mercantile Exchange account and to Client account as well.
- Correspondence with Bank regarding cheques clearing.
- To prepare and communicate in house research to our valuable institutional and high net-worth clients.
- To formulate marketing tools and present new products to our existing clientele.
- To update our client database with regular in house commentaries.
- Presentation of our business profile to retail/institutional clients.
- To obtain client feedback on our services and to recommend and update our marketing mix.



JAN'14 – APRIL'14 CMA CGM PAKISTAN PVT LTD Karachi/Pakistan
 (The third worldwide shipping company)

FINANCE TRAINEE

- Collect payment from customer
- Prepare receipts
- Enter total receipt of head office and regional office into SAGE
- Correspondence with customers and bank
- Ensure that credit is provided to approved customer
- Prepare expense voucher
- Prepare draft financial statement for the first quarter of 2014

TEAM LEADERSHIP AND STRATEGIC DEVELOPMENT

- Organizer and Supervisor for providing food to needy people to an NGO once in a year before the month of Ramadan from (2010- 2014)
- Procure good quality food at lowest cost
- Manage 5 people by assigning task like measuring and packaging of food upto PKR 3.5million
- Supervise their work on regular basis

EDUCATION

2011-2014 KnS (Institute of Professional Studies)
 ASSOCIATE CERTIFIED CHARTERED ACCOUNTANT (ACCA)
 Opted ADVANCE FINANCIAL MANAGEMENT and ADVANCE
 MEASUREMENT as an optional paper
 (Cleared eleven paper)

PERFORMANCE

2009-2012 Government College Of Economics And Commerce
BCOM

LANGUAGE: English (Fluent), Urdu (Native)

INTEREST AND ACTIVITIES

TEACHING:

- Teach Business studies subject like Account, Business studies, Math's, etc. to private student
- Manage group of 5 student
- Prepare Mind map as a chapter summary for effective teaching

Sport: Swimming, Cricket