



Azam Ul Haq

Nationality: Pakistani **Date of birth:** 15/02/1994 **Gender:** Male

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Home: HOUSE NO 476 ST # 12 MUNAWAR COLONY ADYALA ROAD, 46000
RAWALPINDI (Pakistan)

WORK EXPERIENCE

Finance Officer

Al Ghurair Giga Pakistan (Pvt) Ltd [04/08/2022 – Current]

- Responsible for accurate and timely reporting at the end of month.
- Monitor billing is being done on a timely basis.
- Customer analysis/ trending / margin reviews.
- Review of VAT nettings & foreign non netting A/C, s electronic invoices each month.
- Variance analysis and budget forecasts.
- Data entry, reporting and general administration
- Generate Invoices and reconcile with CRM
- Bank reconciliation of financial statement
- Daily coordinate with stakeholders and head of department
- Verify the online payments of overseas and local clients
- Answering calls and managing incoming organizational correspondence
- Providing administrative support to operations safety and management
- Cash handling/petty cash
- Bookkeeping
- Email Management
- Taking Daily Basis Follow Up
- Inventory Management
- Maintain office stationery and other office sundries as required
- job-relevant issues, products, systems, and processes.
- knowledge of return check procedures.

Internship

De Risc Group (Pvt) Ltd [08/09/2020 – 08/01/2021]

- Verify Educational documents of international students
- Verify address of international employees
- Verify the Criminal Records of International students or employees
- Handle Banking matters
- work on CRM software
- Maintain or update daily case sheet
- Bookkeeping
- Email Management
- Taking Daily Basis Follow Up
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Internship

Zong CM Pak (Pvt) Ltd [02/01/2017 – 31/03/2017]

- Generate sales invoices and keep record in pc
- Bank reconciliation
- Online payments transaction
- Make request for refund payments
- Daily update financial position report
- Scanning & Printing official documents
- Filling the documents

EDUCATION AND TRAINING

Masters in Business and Administration

Foundation University Islamabad [09/09/2017 – 31/03/2019]

Address: New Lalazar, Opposite National Ayyub Park Rawalpindi Pakistan, 46000 Islamabad (Pakistan)

Bachelor of Business Administrator (Hons)

Foundation University Islamabad [11/09/2013 – 08/06/2017]

Address: New Lalazar, Opposite National Ayyub Park Rawalpindi Pakistan, 46000 Islamabad (Pakistan)

Intermediate

Global College of Science & Technology [15/08/2011 – 12/05/2013]

Address: 115 Range Road Sabzazar Rawalpindi, 46000 Rawalpindi (Pakistan)

Matric

Federal Govt Sir Syed Secondary School [04/01/2000 – 16/06/2011]

Address: Mall Road Saddar Rawalpindi, 46000 Rawalpindi (Pakistan)

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 READING B2 WRITING C2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B2

Bengali

LISTENING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION C1

DIGITAL SKILLS

Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Catalyst, CRM system, Quick book, Microsoft Word Excel Outlook, Generate Invoices, Invoices reconciliation, VAT, ERP System, Social Networks, Team-oriented, Reporting, Data compiling, Bookkeeping, Customer Analysis, Inventory Management. Multi-Tasking.

