



SAJAD ALI

FINANCE EXECUTIVE

PROFILE

Accomplished business graduate with a specialization in finance, combining theoretical knowledge with practical experience. Proven ability to analyze financial data, develop insights, and make informed recommendations. I am enthusiastic about leveraging my skills to contribute to the financial success of a progressive organization.

WORK EXPERIENCE

- Physician Revenue Group (PRG)** 2024 - Present
Billing Executive
 - Denial management
 - Account receivable
 - Coordination
 - System management
- UMT Housing Society** 2023 - 2024
Accounts Assistant
 - Record and maintain accurate financial transactions.
 - Prepare and update financial statements, including income and expenditure reports.
 - Process invoices, receipts, and other financial documents.
 - Assist in budget preparation and monitoring.
- Procurement Section, AUST** 2023 - 2023
Internee
 - Assist in the procurement process, including sourcing and evaluating potential suppliers.
 - Prepare reports on procurement activities and cost analysis.
 - Collaborate with different departments to understand their procurement needs.
 - Learn and adhere to procurement policies and procedures.
- Karakoram Co-operative Bank Limited KCBL** 2021 - 2021
Internee
 - Assist in the routine banking transactions, such as deposits, withdrawals, and fund transfers.
 - provide customer service by inquiries and resolving basic issues
 - Observe and learn about various banking products and services.
 - Collaborate with team members to ensure smooth daily operations.

CERTIFICATES & COURSES

- COHORT 10_ Foster Training Program
- Entrepreneurial Fiesta
- Seminar on Post - Budget Discussion and Analysis
- Principles of Financial Accounting
- Introduction to Corporate Finance
- Leadership
- Fundamentals of Finance

CONTACT

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EDUCATION

- 2019 - 2023**
ABBOTTABAD UNIVERSITY OF SCIENCE AND TECHNOLOGY AUST
 - Bachelor in Business Administration

- 2017 - 2019**
KPK BOARD OF TECHNICAL EDUCATION
 - D. Com

- 2015 - 2017**
KARAKORAM INTERNATIONAL UNIVERSITY
 - Matric

SKILLS

- Accounting and Finance
- Procurement
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Urdu (fluent)
- English (Intermediate)