

Syed Ahsan Iqbal



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CAREER OBJECTIVE

To develop a professional career in Accounting & Finance field, where I can apply the knowledge, talent, and ideas that I have for the company that offers me the opportunity to work, showing my integrity, honesty, commitment and excellence; participating actively in activities that promote the continuous success.

EXPERIENCE



Pakistan Tobacco Company-Head Office
Retirement Schemes Officer
Aug 2021 – Present

Working with Human Resource Solution International Private Limited as **Retirement Schemes Officer** through PTC in HR department and performing duties,

JOB DESCRIPTION

- Managing PTC Funds Pool Worth **PKR 12 billion.**
- Forecast cash flow positions, related borrowing needs, and funds available for investment.
- Responsible for active management and diversification of the fund's **Investment Portfolio.**
- Managing and preparing Pensioner Payroll and its medical payment with IGI Insurance on timely basis.
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.

SKILLS

- Professional in MS Office
- Database Management
- SAP (Systems, Applications & Products in Data Processing)
- H-Plus System
- Cash Handling-Expert
- Banking Operation-Expert
- Financial Transaction-Expert

EXTRACURRICULAR ACTIVITIES

- Member of cricket teams at School, College, and University.
- Participated in different debates on social issues at University.
- Organized cultural events with student council at university.

LANGUAGES

English & Urdu

REFERENCES

Available Upon Request



Habib Metropolitan Bank—Islamabad —Branch Banking Officer

Jan 2019 – July 2021

Worked with HMBL at Islamabad Branch. During this period was responsible for;

- Supervised daily sales reports, resolved enquiries from employees and reconciling corporate bank accounts.
- Handled cash and check transactions accurately and efficiently.
- Maintained fixed asset inventory, receipts and payments ledgers and Stock management.
- Processed deposits, withdrawals, and other monetary transactions.
- Posted accounting data into the accounting system with speed and accuracy.



Standard Chartered Bank — Islamabad — Universal Teller

Feb 2016 – Dec 2018

- Worked with Standard Chartered Bank at Islamabad Branch. During this period was responsible for;
 - Balanced the cash drawer and teller station on a daily basis.
 - Perform activities of MAINTENANCE & COMPLIANCE of all accounts opening form of customer.
 - Resolved customer complaints and inquiries in a professional manner.
 - Prepare Cash Book according to Standard of State Bank of Pakistan.
 - Replenish Bank Atm according to the standard of SBP.

EDUCATION

UCP, Lahore — *M.COM (Finance)*

2015

Relevant courses:

Financial Accounting

Cost Accounting

Financial Management

Strategic Finance

Principal of Management

International Finance

Punjab University, Lahore — *B.COM*

2013

Relevant courses:

Business Law

Cost Accounting

Fundamental of Accounting

Business Communication