

JAVED IQBAL

A competent Admin & Operations , Finance, Professional with proficiencies in Sidat
Hyder Oracle ERP

Contact: +92-321-5303649

<https://www.linkedin.com/in/javed-iqbal-34336273/>

Email: Linkwith92@outlook.com

Areas of Expertise

- Finance/ Taxation
- Payable/Receivable function
- Reconciliations
- Administration
- Clerical and Data Entry
- Bills / claims Processing
- Execution of test
- Member Provident Fund Trust
- Operations

Professional Summary

A result driven and highly resourceful Professional having Twelve (12) years of comprehensive experience in different fields that a organization can have. Such as Operations, Finance and Administration.

I have been endorsed for ensuring best practices in compliance with established policies & internal controls, throughout the career. I have also been successful in inducing process optimizations through process overhauling & restructuring. Whereas, being adept has gained me effective hands on techniques for prompt completion of any such reporting assignments.

Work Experience

Sr. Assistant Finance Department

1st July 2020
To date

Industry

National Testing Service – Pakistan

Education Testing & Evaluation

- Management of Accounts Payable Function and performance of journal entries.
- Managed a systematic stacking mechanism for maintenance and easy extraction of accounting Vouchers.
- Assisted the Supervisor in performance and maintenance of Inward & Outward Clearing Cheques.
- Collecting & Posting of Utility Bills and Demand Drafts in System.
- Bank transfers/cheques preparation on daily basis
- Processing of Invigilation, data entry and daily wages cases.
- Preparation of check wise listing and dispatch of cheques to the Departments and vendors
- Processing of internal bank transfers.
- Resolution of all payments related queries.
- IBFT/ RTGS Banking transactions.
- Advances & prepayments transactions.
- Payable / receivable entries in the accounting system used;
- Reconciliation of all bank accounts;
- Preparation of monthly and quarterly reports of payables and receivables;
- Payroll preparation;
- Managing fix asset register;
- Managing Employees Welfare Fund account;
- E-filing of Annual Income Tax Return;
- E-filing of monthly salary and vendors Income Tax Statements;
- E-filing of Annual Employer Statement.

- Compose and prepare all invigilation bills / payment cases and test center payment cases. Also Liaised with Chief Supervisor and Supervisor for test related activities.
- Provide a full range of confidential personal assistance to the Authority and responsible for the execution of secretarial duties, management and organization of Additional Director's office.
- Maintain strict confidentiality and interact professionally with all levels of management, staff and business associates. Also Maintained a good filing systems for smooth data retrieving.
- Make travel arrangements for related local Cs & Supervisor trip. Convey, coordinate, supervise, pursue and follow up on the instructions by the Manger operation to the respective management staff.
- To undertake other special assignments, ad-hoc functions and related duties as and when required by the Additional Director.
- Able to do multi-task, prioritize work and meet tight schedules.
- Execution of online typing test and Supervision staff allocation department.

Education & Certification

➤ PIPFA (Pakistan Institute of Public Finance and Accountant)

Certification in progress.

❖	MPA (Masters in Public Administration)	Virtual University of Pakistan	2015 to 2017
❖	B.Sc (Pre-Eng)	Punjab University	2007 to 2010
❖	F.sc (Pre-Eng)	BISE, Rawalpindi	2006 to 2007
❖	Matriculation	FBISE Islamabad	2004 to 2005

Others

- Diploma in Information Technology in Technical Education (3 Month Duration)
- Typing course (3 Month Duration)
- Quick book Certification (3 Month Duration)
- Virtual Assistant Certification (3 Month Duration)

Computer Skills

- ✓ Sidat Hyder Oracle Financials
- ✓ MS word
- ✓ Power Point
- ✓ Ms Excel, formulas & Pivoting
- ✓ Quick Book
- ✓ Virtual Assistant

Personality Traits

- ✓ Result oriented
- ✓ Proactive approach
- ✓ Foresight thinking
- ✓ Team empowering and player
- ✓ Confidentiality keeper
- ✓ Tactical pressure handling