

Asad Ali

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Technical Skills:

Data Reporting
Data Entry & Record Keeping
Oracle BI
Advanced Excel
Accounting & Budgeting
HR Information Systems (HRIS) - Familiarity
Payroll Systems - Basic Understanding

Other Skills:

Data Reconciliation
Coordination
Cash Handling & Petty Cash Management
Relationship Management
Excellent interpersonal and communication skills
Team Player
Honest and Punctual
Multitasking

Languages:

English (Proficient)
Urdu (Native)
Punjabi (Conversational)

PROFESSIONAL SUMMARY

Detail-oriented Data Reporting Officer with experience in data procurement, reconciliation, and reporting to regulatory bodies. Skilled in managing sensitive data, maintaining MIS, and collaborating with management to ensure accurate and timely reporting. Proficient in data entry, record keeping, and advanced Excel, with strong interpersonal and communication skills. Demonstrated ability to lead small teams and coordinate cross-departmental activities. Seeking to leverage data management expertise to support HR operations and data accuracy in a dynamic environment.

WORK EXPERIENCE

Data Reporting Officer

Askari Bank Limited

2024-04 - Present | Islamabad, Pakistan

Responsible for procurement, reconciliation, formatting, and reporting of financial and operational data to regulatory authorities. Maintains comprehensive MIS and supports management with diverse reporting requirements to ensure compliance and data integrity.

- Procure, reconcile, format, and report data to the State Bank of Pakistan ensuring accuracy and compliance.
- Process cases related to Unclaimed Deposits via RAS and maintain Management Information Systems (MIS).
- Generate and report daily cash positions, weekly and monthly pledge wheat reports, fortnightly cash commitments, FE-25, sugar financing, monthly NTN database, and basic banking accounts data.
- Collaborate with management on additional reports including RCOA Weekly/Monthly, A07 advances, and SME financing.
- Utilize advanced Excel and Oracle BI for data analysis and reporting.

Intern - Registrar

National Electric Power Regulatory Authority

2022-08 - 2023-08 | Islamabad, Pakistan

Supported the Registrar Office by managing tariff petitions, license applications, and official documentation. Maintained data records and assisted in preparation of reports related to the power sector.

- Processed tariff petitions and license applications for generation, transmission, distribution, and supply sectors.
- Managed notifications data and maintained accurate records of Authority decisions.
- Handled data entry and maintained diary of incoming and outgoing documentation.
- Prepared official documents including DFAs, IONs, and working papers.
- Contributed to numerical data compilation and formatting for the State of Industry Report - Power Sector Pakistan 2022.

Senior Sales Executive

GM Marketing Private Limited

2021-11 - 2022-07

Led sales and business development activities in real estate, managing client relationships and coordinating site operations. Trained and supervised a team of sales executives.

- Managed public dealings and maintained strong client relationships.
- Led and trained a team of 6 sales executives to achieve sales targets.
- Conducted site visits, briefings, and successfully closed deals.
- Handled cash and petty cash management efficiently.

- Managed site office operations and coordinated between departments.

EDUCATION

Masters in Business Administration in Finance

Capital University of Science & Technology

2022-06 | Islamabad, Pakistan

Bachelors in Commerce

University of the Punjab

2018-09 | Lahore, Pakistan

CERTIFICATIONS

QuickBooks

DigiSkills |

Freelancing

DigiSkills |

AWARDS & ACHIEVEMENTS

Silver Medalist

Capital University of Science & Technology | 2022

Awarded for outstanding academic performance in MBA Finance.

Dean Roll Honor

Capital University of Science & Technology

Chancellor Roll Honor

Capital University of Science & Technology

INTERESTS

Gaming, Music, Gym, Driving