



ALI HUSSAIN SAYED

House 196, Oxford Street , Green Avenue Chak Shahzad

Islamabad

Email: alihussainsayed1985@gmail.com

Cell# 92-336-5366433

OBJECTIVE:

I am looking for an opportunity to earn my livelihood, after giving out best of my talent and capabilities. In addition, I would like to be in a challenging environment so that while I work, I learn and enhance my abilities and attain the higher level of hierarchy.

ACADEMIC QUALIFICATIONS:

Master in Business Administration (MBA) Session: 2009-12

Major: Finance (GPA: 2.74)

Pakistan Institute of Development Economics, Islamabad

Modules Business Economics, Principles of Management, Financial Accounting, Computer Application for Business, Business Mathematics and Statistics, Marketing Management, Financial Management, Cost and Management Accounting, Management Economics, Human Resource Management, Organizational Behavior, Strategic Management, Performance Management, Leadership and Team Management, Organizational Development, Entrepreneurship, Project Management, Change Management, Human Resource Development, Business Communication, Business Research Methods, Research Projects.

Bachelors in Commerce (B.Com)

Session: 2007-09

Punjab College of Commerce, Islamabad

Modules Business Mathematics and Statistics, Computer Applications, Economics, Financial Accounting, Functional English, Introduction to Business, Money Banking and Finance, Islamic Studies, Advanced Financial Accounting, Auditing, Business Communication and Report Writing, Business Law, Cost Accounting, Economics of Pakistan, Pakistan Studies.

F.A (Economics, Statistics, Psychology)

Session: 2004-06

Federal Government Post Graduate Degree College H-8/4, Islamabad

Matriculation (Physics , Chemistry, Mathematics, Compute Science).

Session: 2001-03

Islamabad Model College for Boys F-7/3, Islamabad

Recruitment Executive (Career Pakistan)

I work in Career Pakistan as a Recruitment Executive where I do Head hunt on behave of Multinational Companies, I joined there October 10th , 2014 to October 12th, 2015.

COMSATS University Islamabad Campus

I work there as in internee in the career Development Center where I Conduct career expo, Student week coordination with the multinational companies in order to provide job opportunities to the fresh Graduates . The tenure of my contract is **April 25, 2022 to 25 Oct 2022.**

Assistant Executive (Waqar Asif Associates)

I work as an Assistant Executive from **January 01, 2023 to February 28 , 2025** where I work under Senior Finance Manager and my Responsibilities are Financial Operations, Payroll, Bank Reconciliation, Finalization of Accounts, Audit Facilitation, and preparation of Periodical Reports including Annual Report.

- Controlling corporate financial planning.
- Budgeting and forecasting with periodical controls, variance analysis, management reporting and ensuring compliance.
- Funds and treasury management.
- Financial management.
- System development for effective operations.
- Monitoring invoicing, payment and recovery.
- Liaison with banks and handling all banking matters.

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- System development for effective operations.
- Monitoring invoicing, payment and recovery.
- Liaison with banks and handling all banking matters.
- Preparation and submission of different reports as per SECP and statutory requirement.
- Dealing with the Cases of EOBI and AGPR.

COMPUTER & IT SKILLS

- ❖ MS Office , Peachtree, Accounting Manager, Scarta Financial Software , Quick Books.
- ❖ Internet, Email
- ❖ SPSS,MS Project, Premavera.

LANGUAGES

- ❖ English
- ❖ Punjab
- ❖ Urdu

KEY STRENGTH

- ❖ Team member.
- ❖ Believe in total quality.
- ❖ Ability to work with people from different walks of life and cultures.
- ❖ Ability to work under stress and meet deadlines.

REFERENCE

1. Dr. Fawad Bashir Awan 03219667216
dr.fawad@szabist-isb.edu.pk
Associate Professor Management Sciences Szabist University Islamabad
2. Ms. Madiha Sayed 03005108399
Madiha.sayed@comsats.edu.com
Head of Department , Student Affairs Comsats University Islamabad
3. Mr. Naveed Ahmed Khan 0321-538887
naveed@comsats.edu.pk
Additional Registrar, Registrar Office Comsats University Islamabad

