



Basit Ali Shah

• Dubai, United Arab Emirates

✉ Basitalishah123@gmail.com ↓! +971565363314

Finance strategist with 5+ years' cross-industry experience, seeking to optimize your operations and drive growth. Budgeting, forecasting, A/P & A/R mastery fuel accurate, insightful reports for informed decisions. Proven leadership, collaboration skills, and tech proficiency (QuickBook, SAP, ERP) empower me to build high-performing teams and deliver strategic vision. Eager to contribute my comprehensive skill set to a dynamic, growth-oriented company.

Professional Experience / 5+ Years

2 Years Visa (UAE)

FINANCE EXECUTIVE / ACCOUNTS OFFICER / MUHMAND PETROLEUM SERVICES – Islamabad, Pakistan

Sept 2021 – May 2022

- Preparing and monitoring budgets.
- Tax compliance
- Financial reporting and analysis.
- Financial reporting to stakeholders
- Forecasting and planning.
- Accounts payable and receivable.
- Software proficiency
- General ledger maintenance.
- Payroll processing
- Internal controls
- Liaison with external auditors

ACCOUNTS MANAGER / BLACK DIAMOND COAL COMPANY PVT LTD – Rawalpindi, Pakistan

Mar 2020 – Aug 2021

- Oversee day-to-day operations.
Building rapport and trust.
- Prepare regular reports for upper management.
- Prepare reports on account status.
- Negotiating contracts and agreements.
- Handling client complaints and escalations
- Developing and implementing account plans
- Monitoring and reporting on account performance
- Collaboration with internal teams.
- Maintaining client databases and records

ASSISTANT MANAGER / ACCOUNTS OFFICER / CROPLANDS CHEMICALS AND SEEDS SERVICES

Nov 2018 – Feb 2020

- Accounts payable and receivable.
- General ledger maintenance
- Bank reconciliations.
- Payroll processing
- Financial reporting
- Team leadership
- Training and development
- Performance monitoring
- Communication and collaboration
- Problem-solving and critical thinking.
- Software proficiency

SALES EXECUTIVE / BUTT MARKETING SERVICES – Lahore, Pakistan

Oct 2017 – Oct 2018

- Generate new sales leads Qualify prospects. Close deals Develop and maintain relationships with existing customers Managing a sale team. Staying up to date on industry trends

Education

- Shaheed Zulfikar Ali Bhutto Institute of Science & Technology (SZABIST) / Masters In Project Management (2018)/ (Islamabad)
- University Of Engineering and Technology, Taxila / BBA(Hon's), Finance (2017) / (Rawalpindi)

Skills

■ ■ ■ ■ ■ Accounts Payable	■ ■ ■ ■ ■ Accounts Receivable	■ ■ ■ ■ ■ Financial Services
■ ■ ■ ■ ■ Meetings Management	■ ■ ■ ■ ■ QuickBooks	■ ■ ■ ■ ■ Work Breakdown
■ ■ ■ ■ ■ Task Management	■ ■ ■ ■ ■ Team-BUILDER	■ ■ ■ ■ ■ Structure SAP
■ ■ ■ ■ ■ ERP	■ ■ ■ ■ ■ IPOS	■ ■ ■ ■ ■ MS Office
■ ■ ■ ■ ■ MS Excel	■ ■ ■ ■ ■ Time Management	■ ■ ■ ■ ■ Team player
■ ■ ■ ■ ■ Communication Skills	■ ■ ■ ■ ■ Computer skills	■ ■ ■ ■ ■ Customer Service

Functional Areas

- Finance & Financial Services Administration
- Data Entry
- Project Management
- Management
- Accounts Payable
- Accounts Receivable
- Executive Management
- Payroll Management
- QuickBooks
- Warehousing
- Supply Chain Management
- Administration and Office Support