



# ASHAS BHUTTA

ACCOUNTS OFFICER

## PROFILE

Adaptable and motivated accounting specialist eager to apply office administration experience and skills in report documentation towards supporting financial processing goals for an enterprise company. Seeking an opportunity to master accounting roles with increasing levels of responsibility.

## CONTACT

PHONE:  
+971588467941

ADDRESS:  
Dubai, UAE.

EMAIL:  
[ashasbhutta98@gmail.com](mailto:ashasbhutta98@gmail.com)

## LANGUAGES

- Urdu
- English

## HOBBIES

- Travelling
- Sports
- Earning Money

## SKILLS

- MS Office (Word, Excel, Power Point)
- Microsoft Dynamics.
- Oracle
- Time Management
- Problem Solving
- Well Communication

## WORK EXPERIENCE

### FINANCIAL CONSULTANT

BLINK CAPITAL MANAGEMENT LAHORE, PAKISTAN

11-10-2023 TO 08-01-2024

- Developing financial plans to help clients achieve their long-term and short-term financial goals.
- Advising clients on taxes, retirement planning, investments, and insurance decisions, depending on their financial goals.
- Assessing how certain life changes and financial status changes affect clients' financial plans and adjusting such plans accordingly.

### INVESTMENT ADVISOR

AI MEEZAN INVESTMENT LIMITED MULTAN, PAKISTAN

13-10-2022 TO 04-05-2023

- Educate clients regarding the range of applicable investment options available to them
- Determine the risk tolerance of clients
- Develop personally tailored investment solutions for clients
- Follow through on the investment actions approved by clients
- Maintain proper documentation of investment actions taken on behalf of clients
- Maintain an up-to-date knowledge of investment products

### LOAN OFFICER

HBL MICROFINANCE BANK LIMITED, MULTAN, PAKISTAN

14-02-2022 TO 14-04-2022

- Evaluate credit worthiness by processing loan applications and documentation within specified limits
- Interview applicants to determine financial eligibility and feasibility of granting loans
- Determine all applicable ratios and metrics and set up debt payment plans
- Communicate with clients either to request or to provide information
- Justify decisions (approvals/rejections) and report on them
- Complete loan contracts and counsel clients on policies and restrictions
- Update job knowledge on types of loans and other financial services
- Maintain and update account records

## EDUCATION

### M.COM | RESULT AWAITED

BZU, MULTAN

2022 – 2024

### B.COM

BZU, MULTAN

2019 – 2022

### FSC

BRITIAN COLLEGE, MULTAN

2017 – 2019

### MATRIC (SCIENCE)

SCIENCE SCHOOL, MULTAN

2015 – 2017