

# ASIM ALI

✉ Hous # B-IV-1650, Al-Muslim Street, Muslim Town, Sadiq Abad. Rawalpindi.

☎ (+92) 304-5662113

@ [Farhad\\_khan583@yahoo.com](mailto:Farhad_khan583@yahoo.com), [asim.piffers@gmail.com](mailto:asim.piffers@gmail.com)

## CARRIER OBJECTIVE

“To associate with reputed organization which provide a high quality work life through challenging opportunities, meaningful growth and professional development and to work on challenging assignments where I can use all my past experiences and improve my present at my work”

## SUMMARY

Established Account Executive gifted at lead generation and resolving customer issues. Engaging and personable and increasing business opportunities through dynamic marketing strategies, sharp communication skills and dedication to customer service.

## PROFESSIONAL EXPERIENCE

### ACCOUNT EXECUTIVE | PIFFERS SECURITY SRVICES (PVT) LTD.

#### **Islamabad - March 2021 - Current**

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations.



## ACCOUNTANT | SWEDISH COLLEGE OF ENGINEERING AND TECHNOLOGY

### **WAH CANTT March-2009 – March-2012**

- ≡ Reconciled accounts and reviewed expense data, net worth, and assets.
- ≡ Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- ≡ Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- ≡ Evaluated and improved financial records to make important business decisions.
- ≡ Handled day-to-day accounting processes to drive financial accuracy

### HRS GLOBAL (PVT) LIMITED - KARACHI

#### **March-2016 - OCT-2016 Work Force Administrator**



- ≡ Recruitment & positioning of individuals
- ≡ Responsible of monthly Payroll process and disbursement of salaries
- ≡ Employees Relations and administration of compensation & benefits (WPPF, Annual Bonus, Allowances, Gratuity)
- ≡ Maintaining good relations with Government Bodies (EOBI, ESSI, WWB, Labor Depart/Court)
- ≡ Performance Appraisal Management
- ≡ Individuals' Trainings (Orientation, GMPs, Food safety, Basic Computer courses, ERP)
- ≡ Successfully hired individuals for new operated plant

### **Responsibilities**

- Prepare and review the weekly payroll of hourly employees.
- Indoctrination of new hires and ensuring information is complete and in compliance with site requirements as applicable.
- Create and review checks and balances to ensure accuracy of payroll distribution.
- Time entry and co-ordination of payroll changes and corrections.
- Liaise with operational branches, corporate payroll and sites to ensure all information is received and processed.
- Completion of data entry tasks.
- Providing direct backup and support to other members of accounting group.

## WAREHOUSE SUPERVISOR | CIRIN PHARMACEUTICALS

**Hattar - November 2016 - February 2018**

- Oversaw daily operations and shipping and handling processes.
- Revised and developed procedures to reduce risk and achieve cor
- Promoted diligence and culture of safety for drivers and warehou
- Supervised warehouse operations by managing employees during snitts.



## ACCOUNTANT | MIRARI HEIRLOOM FURNITURE.

**HASSAN ABDAL- June 2018 - June 2020**



- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.

FLYER DESIGN

## EDUCATION

B.com	Rawalpindi borad	2008
Intermediat	Rawalpindi Board	2006
Matric	Federal Board, Islamabad.	2004

### *Language Skills*

- ≡ Good communication skills in English, Urdu and Punjabi
- ≡ Native language Potohari, Fluency in English, Urdu and Punjab

## *Computer Literacy*

- ≡ Advance User of MS OFFICE Particularly MS Excel
- ≡ Power User of ERP
- ≡ Operating System Window 7, 8, 8.1
- ≡ In-Page (Urdu)
- ≡ Internet Browsing and E-mailing (Outlook)
- ≡ Power User of QUICKBOOKS

## *General*

- ≡ Enthusiastic & Eager to Work
- ≡ Competent to work in any type of environment
- ≡ Able to work under extreme pressure
- ≡ Fast learner and adjustable
- ≡ Energetic Team Worker
- ≡ Good Knowledge of Labor related laws

## **PERSONAL PROFILE**

- Father Name: Iftikhar Ahmed
- Date of Birth: 25-01-1989
- Gender: Male
- CNIC No: 37406-5068221-3
- Domicile: Punjab
- District: Rawalpindi.
- Nationality: Pakistani
- Marital Status: Married
- Religion: Islam

## **REFERENCES**

Will be available on demand.