

Muhammad Rahman Aslam

MRehman137@gmail.com

+923037740955

Dear Hiring Manager,

With profound Regards,

During my professional journey, I have gained a wide range of experience in a wide variety of roles, including financial and accounting tasks. My primary responsibilities include creating financial statements and reports, budget management, and leading and managing teams in the finance department.

In addition, I've established an excellent reputation for problem-solving and delivering timely and accurate results. My ability to maintain the highest ethical standards throughout my career has enabled me to produce high value and quality results. Moreover, my expertise in developing plans and managing invoices, tracking expenditure and validating funds set aside for projects are some of my key strengths.

I have also upgraded my skills through various online courses such as Seven Habits of Highly Effective People and Financial Modeling for Success. I am now seeking a new opportunity where I can utilize my skills and knowledge to make a significant contribution to the success of your company.

I am writing to express my interest in the available position at your esteemed organization. I have completed my MBA in Business administration and possess an extensive experience of eight years in Accounts & Finance.

My resume is enclosed for your review. I welcome the chance to speak to you and discuss my qualifications and experience.

I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Muhammad Rahman Aslam



Muhammad Rahman Aslam
MRehman137@gmail.com
Check No. 137 GB P.O Khas Tehsil Samundri district
Faisalabad, Punjab_Pakistan.
Mobile : +923037740955
Gender : Male
Marital Status : Married
DOB : 8/4/1990
City : samundri
State : Punjab, Faisalabad
Country : Pakistan
Pincode : 37300

CAREER OBJECTIVE

My objective is to leverage my experience while continuing to be challenged. I have eight years of experience working for service providers delivering marketing intelligence products and services. My background in management, account management, project management and technical process management represent a unique combination of disciplines. Personally, i have the drive and determination to consistently achieve success as a leader in all of the organizations that i have worked with in the past.

ACADEMIC DETAILS

- MBA (Business administration) [2012] with aggregate of 2.60 from Virtual University Lahore
- B.com (Commerce) [2009] with aggregate of 58% from Punjab University Lahore
- F.sc (Higher Secondary school Certificate) [2007] with aggregate of 51% from Faisalabad Board
- Matric (Secondary school certificate) [2004] with aggregate of 60% from Faisalabad board

WORK EXPERIENCE

- Worked as Operations officer in NRSP/UPAP (micro finance) from Apr 2018 to Feb 2021
Role :Duties and Responsibilities of a loan Operations officer in a microfinance group:Process loan applications and documentation: This includes collecting and verifying the necessary information from borrowers, such as their identification, income, and expenses. It also includes preparing and submitting loan applications to the credit committee for approval.
Track the status of loans: This includes monitoring loan repayments, ensuring that borrowers are meeting their repayment obligations, and following up on delinquent accounts.
Manage the loan portfolio: This includes analyzing the loan portfolio to identify trends and risks, and developing strategies to improve the performance of the portfolio.
Provide customer service: This includes answering borrower questions, resolving problems, and providing support to borrowers.
Comply with regulations: Loan operations officers must ensure that they are in compliance with all applicable laws and regulations, such as those governing lending, financial reporting, and anti-money laundering.
Providing training to loan officers and staff
Developing and implementing loan policies and procedures
Conducting market research
Managing the loan operations budget.
- Worked as Production officer in Masood Textile Mills Ltd. from Jun 2013 to Jan 2017
Role :Manage the financial aspects of production: This includes budgeting, forecasting, and managing costs.
Analyze production data: This includes tracking production costs, yields, and efficiency.
Identify and implement cost-saving measures: This may involve working with production managers to improve efficiency or negotiating better prices with suppliers.
Prepare financial reports: This includes monthly, quarterly, and annual reports that track the financial performance of the production department.
Comply with regulations: Textile mills are subject to a variety of regulations, so production finance officers must ensure that the department is in compliance.
Provide support to production managers: This may involve providing financial advice, helping to develop budgets, or resolving financial problems.
Managing the inventory of raw materials and finished goods
Providing financial support for research and development
Overseeing the financial aspects of new product launches.
- Worked as Assist. Finance officer in Dynamics's packaging pvt ltd. from Feb 2012 to Jun 2013

Role : Assist with the preparation of financial reports: This includes monthly, quarterly, and annual reports that track the financial performance of the packaging factory.

Reconcile financial records: This includes ensuring that all financial transactions are recorded accurately and that the books balance.

Process invoices and payments: This includes entering invoice data into accounting software, approving payments, and managing the accounts payable and accounts receivable ledgers.

Support the finance manager: This may involve providing financial advice, helping to develop budgets, or resolving financial problems.

Comply with regulations: Packaging factories are subject to a variety of regulations, so assistant finance officers must ensure that the department is in compliance.

PROJECT DETAILS

• Travel agency (Terminal)

Description : Manage the administrative tasks of the bus terminal: This includes processing paperwork, managing schedules, and coordinating with drivers and other staff.

Handle customer inquiries and complaints: This includes providing information about bus schedules, fares, and other services.

Maintain the records of the bus terminal: This includes keeping track of bus tickets, passenger information, and financial records.

Perform other administrative tasks as assigned: This may include preparing reports, filing paperwork, or managing inventory.

2 years of experience in a customer service or administrative role

Strong organizational and problem-solving skills. Excellent communication and interpersonal skills

Ability to work independently and as part of a team

Knowledge of bus operations and ticketing systems.

Here are some additional tips for getting hired as a transport company admin officer role in a bus terminal. be prepared to answer questions about your customer service skills. Be able to demonstrate your ability to work independently and as part of a team. Be familiar with the bus company's operations and ticketing systems.

Duration : (2 years) Mar-2021 to APR-2023

Role : Operations Management

Team Size : 5

FIELD OF INTERESTS

- Admin & Finance

SKILLS

- Ms. Office , accounts software, sap, ERP, Telly, oracle

INDUSTRIAL EXPOSURE

Industrial Visit at:

- "Perks HR " one day Training

Inplant Training at:

- Human resource Dept. Certificate of positive thinking
- on 25 June 2011

ACHIEVEMENTS

- Certificate

CURRICULAR ACTIVITIES

- Completing an online certificate program in interior design, Learning to play an instrument, taking an art class, or other creative venture
- Build team work and problem solving. develop a strong work ethic

DECLARATION

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Date : June-2023
Place : Pakistan

Rahman Aslam

(Muhammad Rahman Aslam)