



INTIKHAB ALAM

Professional in Accounts Assistant & Administration.

CAREER OBJECTIVE

I am seeking a challenging management position where I can lead a high-performing team to achieve strategic goals. Dedicated to fostering a positive and collaborative work culture while implementing effective business strategies.

EXPERIENCE SNAPSHOTS:

AL BADIYA GENERAL TRANSPORT LLC. DUBAI, UNITED ARAB EMIRATES

ACCOUNTANT GENERAL: August-2014 to July-2023

MINISTRY OF FINANCE. ISLAMABAD, PAKISTAN

ADMIN MANAGER: Dec- 2013 to May-2014

UTHMAN GHEE MILLS PVT LTD. KPK, PAKISTAN

ADMIN EXECUTIVE: Feb-2011 to Dec-2011

RESPONSIBILITIES AS ACCOUNTS ASSISTANT:

- Process vendor invoices, ensuring accuracy and adherence to payment terms.
- Reconcile vendor statements, resolve discrepancies, and maintain positive vendor relationships.
- Prepare and process electronic transfers and payments.
- Generate and send customer invoices, ensuring timely and accurate billing.
- Follow up on overdue payments and coordinate with clients to resolve outstanding issues.
- Reconcile customer accounts and maintain accurate records.
- Reconcile bank statements with general ledger accounts to ensure accuracy.
- Investigate and resolve discrepancies between bank records and accounting records.
- Review and process employee expense reports, ensuring compliance with company policies.
- Monitor and control company expenditures to ensure budgetary compliance.
- Assist in the preparation of financial reports, statements, and summaries.
- Contribute to month-end and year-end closing processes.
- Input financial data into accounting software with a high level of accuracy & maintain organized and up-to-date financial records.
- Assist in the preparation of audit schedules and support the audit process & ensure all audit requirements are met and respond to audit queries.
- Assist in payroll processing, ensuring accuracy and compliance with relevant regulations & Maintain payroll records and respond to employee inquiries.
- Assist in the preparation of tax-related documentation and filings & ensure timely submission of required tax documents.

RESPONSIBILITIES AS ADMINISTRATION:

- Oversee day-to-day office operations, ensuring a well-organized and efficient work environment & manage office supplies, equipment, and facilities to support the needs of the team.
- Provide administrative support to executives and team members, including calendar management, travel coordination, and meeting scheduling.
- Prepare and edit correspondence, reports, and presentations.
- Serve as the primary point of contact for internal and external communications.
- Manage email correspondence, respond to inquiries, and ensure timely communication within the organization.
- Organize and maintain physical and electronic filing systems & ensure accuracy and confidentiality in handling sensitive documents.
- Coordinate travel arrangements for employees, including booking flights, hotels, and transportation & maintain travel records and expenses reports.
- Maintain accurate records of administrative activities, such as attendance, expenses, and office inventory.
- Provide excellent customer service to internal and external stakeholders.

VISA STATUS:

Employment Visa

📞 971 52 4587387

✉ intikhab.alam98@yahoo.com

💻 intikhab.alam392

📍 Dubai, UAE

COMPUTER & OTHERS SKILLS

- Expert and regular hands-on MS Office applications, Peachtree, Tally ERP, ERP Next etc.
- Software Installations.
- Internet & fully expert in all online portal & website

INTERESTS

- Accounting & Finance
- Office Management
- Administration
- Transportation
- Logistics Coordinator
- Manufacturing Industries
- Customer Facilitation
- Oil & Gas
- Banking & Finance

LANGUAGES

English	<div><div></div></div>
Urdu (Native)	<div><div></div></div>
Arabic	<div><div></div></div>
Pashto (Native)	<div><div></div></div>
Hindi	<div><div></div></div>

PERSONAL TRAITS

- Ability to rapidly learn new concepts
- Good problem-solving skill
- Capable of communicating technical concepts clearly
- Maintaining good relationship with Clients and Customers
- Cooperative and keen observer
- Ability to cop up with different situations
- Ability to work with team
- Commitment to the career

EDUCATION

2012-2014

Master of Science (MSc Accounting and Finance).
University of Lahore (Islamabad Campus) Pakistan
CGPA: 3.02

2010-2011

Bachelor of Commerce (B.Com)
University of Peshawar, Pakistan
SCORE: 86%

2008-2009

Diploma in Commerce (D.Com)
Technical board of Peshawar, Pakistan
SCORE: 85%

CERTIFICATIONS

- ❖ DIT (Diploma in Information & Technology)
- ❖ Tally ERP
- ❖ Peachtree. Peshawar Technical Board of KPK, Pakistan
- ❖ English Language (British Language Center Islamabad, Pakistan)
- ❖ Scout Patrol (Quid-e-Azam Technical Center Mardan, Pakistan)
- ❖ Microsoft Office (Ms word, Ms, Excel, Ms Power Point, Ms Access)

PERSONAL PROFILE

Father Name	Muhammad Qaseem
Nationality	Pakistani
Religion	Islam, Muslim
Date of Birth	22/03/1991
Marital Status	Married
Sex	Male
Passport Number	CJ1758283

DECLARATION

I hereby declare that all statements are true, complete and correct to the best of my knowledge and belief.

INTIKHAB ALAM