

VISA STATUS: Employment Visa

971 52 4587387

- intikhab.alam98@yahoo.com
- intikhab.alam392
- Dubai, UAE

# COMPUTER & OTHERS SKILLS

- Expert and regular handsonMS 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	
Urdu (Native)	
Arabic	
Pashto (Native)	
Hindi	

# **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 EXECTIVE: 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.

# 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

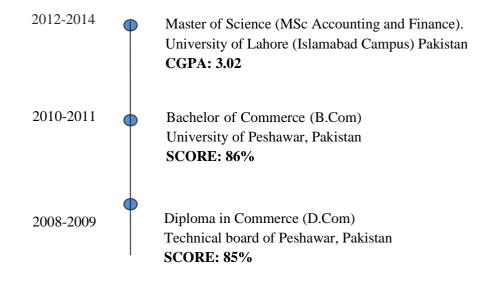
Cooperative and keen observer

Ability to cop up with different situations

Ability to work with team

Commitment to the career

## **EDUCATION**



#### 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**