



VISA STATUS:

Employment Visa



+971 52 4587387



Intikhab.alam98@yahoo.com



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
- Admin & Logistics
- Transportation Sector
- Supply Chain Managements
- Manufacturing Industries
- Customer Facilitation
- Oil & Gas Sector
- 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>

INTIKHAB ALAM

Professional in Accounts Assistant & Administration.

CAREER OBJECTIVE

I am pursuing a stimulating managerial position that enables me to guide a top-performing team in accomplishing strategic objectives. Committed to cultivating a supportive and cohesive workplace atmosphere while executing impactful business strategies.

PROFESSIONAL EXPERIENCE: Above 10 Years

ESNAD AFRICA OIL SERVICES AND OPERATIONS LLC-FZ. DUBAI, UAE

ACCOUNTING CLERK: October-2023 to date.

AL BADIYA GENERAL TRANSPORT LLC. DUBAI, UNITED ARAB EMIRATES

ACCOUNTANT GENERAL: August-2014 to July-2023

MINISTRY OF FINANCE. ISLAMABAD, PAKISTAN

ACCOUNTS EXECUTIVE: Dec- 2013 to May-2014

UTHMAN GHEE MILLS PVT LTD. KPK, PAKISTAN

ADMIN ASSOCIATE: Feb-2011 to Dec-2011

ACCOUNTING ROLE & RESPONSIBILITIES:

- Verify and process vendor invoices, ensuring precision and adherence to payment terms.
- Manage vendor relationships by reconciling statements and promptly resolving discrepancies.
- Execute electronic transfers and payments accurately and efficiently.
- Issue customer invoices promptly and accurately to maintain timely billing.
- Proactively address overdue payments by coordinating with clients for swift resolution.
- Conduct meticulous reconciliation of customer accounts to uphold transparency.
- Ensure the accuracy of bank statements through thorough reconciliation with general ledger accounts.
- Investigate and resolve any discrepancies between bank and accounting records.
- Review and process employee expense reports, ensuring strict adherence to company policies.
- Monitor company expenditures to ensure compliance with budgetary constraints.
- Assist in preparing financial reports and statements to facilitate decision-making.
- Contribute to month-end and year-end closing procedures with precision and completeness.
- Input financial data into accounting software accurately to maintain organized records.
- Support audit preparation and respond to audit queries promptly.
- Assist in payroll processing, ensuring compliance with regulations and accurate record-keeping.
- Aid in preparing tax-related documentation and filings for timely submission.

ADMINISTRATIVE ROLE & RESPONSIBILITIES:

- Lead seamless office operations, ensuring resources and facilities support team productivity.
- Offer dedicated support to executives and staff, managing schedules and travel logistics.
- Craft polished correspondence, reports, and presentations to convey professionalism.
- Serve as the central point of contact for all communication, both internally and externally.
- Maintain efficient email management and foster timely interdepartmental communication.
- Uphold meticulous organization of physical and digital files, prioritizing confidentiality.
- Facilitate hassle-free travel arrangements for employees, maintaining accurate records.
- Maintain detailed administrative records with precision and attention to detail.
- Exceed expectations in providing exceptional customer service to all 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

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