

NAVEED ALI

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EDUCATION

University of Karachi

Karachi, Pakistan

Bachelor of Commerce (Attested Degree)

November in 2021

Major in Accounting and Finance; Mathematics and Auditing

Cumulative 2nd Division, Dean's List 2016-2021

Relevant Coursework: Advance and Cost Accounting, Auditing Program, Operating Systems

WORK EXPERIENCES

Bin Shah Higher Secondary School & College

Karachi, Pakistan

Accounts & Office In-Charge (2.3 Years)

July 2022 – Dec 2024

- Accounts receivable and payable, Account & Bank Reconciliation, and Maintaining financial records Monthly profit and loss statement, Teachers & Staff payroll, Marketing for new sections, Managing administrative processes, Communicate with families, Communication, Monitor students and teachers for progress, Administer record keeping, Managing staff. And FBR tax statement.

Enterprises (MEPL)

Karachi, Pakistan

Executive Accounts (1.5 Years)

January 2021 – June 2022

- Accounts receivable, Accounts payable, Bank reconciliation, customer reconciliation, FBR tax statement, Cash account reconciliation, Daily full & final settlements for workers, Plan and coordinate account activity, Account management.

Shah Commerce College

Karachi, Pakistan

Accounts & Cash Officer (3 Years)

Feb 2018 – December 2020

- Daily cash positioning and reporting, Monthly bank reconciliation, Managing petty cash and staff expenses
- Achieved 80% closing sheet day to day by planning new key features.

Needz Super Market

Karachi, Pakistan

Sales Man Executive (1.9 Years)

May 2016 – January 2018

- Maintaining customer, Sales strategy relationships, Ascertain customers' needs and wants, Demonstrating and presenting products, processing sales transactions, handling customer returns.

CERTIFICATIONS

- **Sindh Technical Board Karachi** Advance Certificate in Information Technology (CIT) May, 2019
- **Jafriya Disaster Management Cell** Video's & Film's Production August, 2024

ADDITIONAL SKILLS HIGHLIGHTS

- Technical Skills Accounting Software's. (**SAP, ERP, CRM, CMS, Tally Book, Oracle & Accounting Software**)
- Commands & Expertise of Office Automation. (**MS Office, Excel, Quick Book, Power Point**)
- Video & Photo Editing & Animating Software's. (**Adobe After Effects, Premier Pro, Photoshop, Light Room**)
- Languages: (**Fluent in Urdu, English; Conversational Proficiency in Arabic**)
- Sales: (**Highlight your ability to prospect, negotiate, and communicate effectively with clients, Collaboration**)
- Project Management: (**Time management, Risk management, Problem solving**)
- Hobbies: (**Photography, Graphics Designing, Traveling and Games**)
- Punctuality, Regularity and ability to motivate staff and maintain good relations.