

SYED FAISAL ALI

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EDUCATION

- ❖ Nasra Trust Secondary School Karachi Sindh Pakistan
Complete coursework towards High School Diploma, Feb 2001
- ❖ Sindh Muslim Science Collage Karachi Sindh Pakistan
Complete coursework towards Intermediate, Aug 2005
- ❖ Karachi University, Karachi Sindh Pakistan
Complete Coursework towards Bachelor, Sep 2013

PROFESSIONAL EXPERIENCE

The Citizens Foundation, Karachi Sindh Pakistan

Account cum Admin Assistant, August 2006 – Present

- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Classify record and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Receive record, bank cash, checks and vouchers
- Comply with federal state and company policies, procedures and regulations
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable and profits and losses.
- Code documents according to company procedures
- Reconcile or note and report discrepancies funds in records
- Access computerized financial information to answer general question as well as those related to specific accounts
- Match order forms with invoices, and record the necessary information
- Perform general office duties such as filing, answering telephones and handling routine correspondence.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts and sending cash, checks or other forms of payment to banks
- Calculate, prepare and issue bills, invoices, account statements and other financial statements according to established procedures
- Calculate and prepare checks for utilities and others payments
- Prepare and process payroll information
- Compare computer printouts to manually maintained journals to determine if they match
- Reconcile records of banks transactions
- Transfer details from separate journals to general ledgers or data processing sheets
- Prepare purchase orders and expense reports
- Compile budget data and documents, based on estimated revenues and expense and previous budgets
- Maintain inventory records
- Monitor the facility to ensure that it remains safe, secure and well maintained
- Oversee the maintenance and repair of building, equipments and electrical systems
- Participate in student recruitment, selection and admission, making admission recommendations when required to do so
- Participate in school committee activities
- Assess and collect tuition fees.
- Confer with others academic staff to explain and formulate admission requirements and course credit policies
- Direct scholarship programs, performing activities such as selecting recipients and distributing aid
- Prepare record of sale of uniform and books

- Prepare Monthly Account Report such as Fees Collection, Sale of Uniform, Sale of Books etc.
- Maintain Vehicle log book.

National Sailing Centre, Karachi Sindh Pakistan

Office assistance, February 2004 to September 2007

- Complete forms regarding changes of address, theft or loss of mail or for special services such as registered or priority mail
- Organize and supervise activities such as the processing of incoming and outgoing mail.
- Operate office machines, such as photocopier and scanners, facsimile machines, voice mail systems and personal computers
- Maintain and update filing, inventory, mailing and database systems, either manually or using computer
- Communicate with customers, employee and other individuals to answer question, disseminate or explain information, take orders and address complains
- Compile copy, sort and file records of office activities, business transactions and other activities.
- Compute, record and proofread data and other information, such as records or reports
- Send monthly Newsletter to Sailing Centre Members.

Pakistan Sailing Federation, Karachi Sindh Pakistan

Assistant of Superintendent, February 2004 to September 2007

- Keep records or prepare reports for owner or management concerning
- Make Calendar of years for having sailing regattas
- Make list of participants in sailing regattas
- Make financial budget for approval
- Make invitation for international team for regattas.
- Make result for Sailing Regattas.

Additional Skills

- Good all round Financial Accounting Knowledge
- Knowledge of Accounts Payable & Receivable processes and procedures.
- Strong Excel Skills
- Ability to handle large volume of invoices.
- Typing speed 26 w.p.m
- Expert in English & Urdu Language (Speaking, Reading and Writing)
- Work with any version of windows, Ms-Office
- Professional Photographer
- Expert in Digital Video Making, Editing and Mixing.
- Good command on following software Pinnacle Studio, Adobe Photoshop any version
- Computer Hardware / Software installer.