

Asim Jalil

Manager Accounts

Experienced Manager Accounts with a demonstrated history of working in the logistics and health care industry. Skilled in Self-management, Decision-Making, Teamwork, Problem Solving, and Leadership. Strong accounting professional with a Bachelor of Business Administration (BBA) focused in Finance from University of Peshawar.



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Peshawar, Pakistan

22 January, 1993

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WORK EXPERIENCE

Manager Accounts

Globe Group of Companies

05/2018 - Present

Peshawar, Pakistan

Major Responsibilities

- Supervision of Accounts staff.
- Bank Reconciliation.
- Managing Accounts Payable and Receivable.
- Processing foreign payments through LCs and TTs.
- Maintaining Expense Heads.
- Banking Relationship Management.
- Managing Running Finances, Collateral, Guarantees etc
- Maintaining Ledgers.
- Payroll Management.
- Maintaining all Accounts Related Files and Reports.

Assistant Manager Recovery

Muller & Phipps (Pvt.) Limited

02/2017 - 04/2018

Peshawar, Pakistan

Major Responsibilities

- Timely and effective collection of all debts across KPK.
- Maintaining contact with clients to ensure invoices are clear for payment.
- Resolving queries regarding outstanding invoices.
- Monitoring of Collectors and credit customers.
- Liaison with Head Office, branches and clients.
- Posting and allocating daily receipts to accounting system.
- Working on MIS and Aging Reports.
- Tele Recovery Management.
- Achieving Recovery Targets.

DeBriefing Officer

Muller & Phipps (Pvt.) Limited

08/2016 - 01/2017

Peshawar, Pakistan

Major Responsibilities

- Monitoring of Delivery sheets.
- Compilation of Pending shipments with delivery sheet.
- Working on Close, ICA, OSA, and Misrouted shipments.
- Proper handling and taking over of shipments.
- Keeping proper record of COD (Cash on Delivery) shipments.
- Preparing different types of Debriefing reports on daily basis

SKILLS

Financial Reporting

Accounting

MS Office

Time Management

Software Proficiency

Effective Communication

Multi Tasking

Decision Making

Leading & Managing Team

Payroll

Retentive

Clerical knowledge

EDUCATION

BBA (Hons) Finance

University of Peshawar

2016

Peshawar, Pakistan

D.Com (Accounting)

Khyber College of Commerce & Management Peshawar

2011

Peshawar, Pakistan

Matriculation (Science)

British School and College

2009

Peshawar, Pakistan

CERTIFICATES

CTP (Certified Tax Practitioner) (2022)

Income Tax and Sales Tax

Sindh Bank Ltd (Internship) (06/2015 - 08/2015)

Basic Banking Operations

Emergency Response Management (2016)

Held by DC Peshawar

LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

Pashto

Native or Bilingual Proficiency

INTERESTS

Entrepreneurship

Internet Surfing

Travelling

Historical Dramas

Cricket

Wrestling