HALEEM ULLAH
Administrational / Financial Services

Personal
Info:

HALEEM ULLAH

DOB: Feb 01.1985
Gender: Male
FL2, E3, Five star Complex Gulshan-e-Iqbal
Block 2, Karachi Pakistan.
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Objective: To secure a challenging position in an environment which provides opportunities to fully Utilize and improve my knowledge & offers a congenial atmosphere for career development.

Professional Experience

Organization	**Karachi Shipyard & Engineering Works Limited**.
Designation	Supervisor - Internal Auditor
Location	Karachi
Employment	Permanent
Tenure	Nov 2023 to Till Date

Job Description

- Pre-Audit of Procurement files (Foreign & Local Purchased) Liaison with Govt: Auditors.
- Preparing para wise comments and preparing files.
- Post Audit of inter departmental (Vouchers, TA DA, Provident Fund & Gratuity)
- Keeping / maintaining records & files.

Organization	Prime HR. (Outsource by **K-Electric Ltd**)
Designation	Commercial Officer - **Treasury**
Location	Karachi
Employment	Contract
Tenure	Oct 2022 to Sept 2023

Job Description

- Preparing vendor, Employee and OSP payments in SAP (Dollar & PKR).
- Preparing IPP's payments - (Partial, Advance & settlements).
- Using bank Portals for payment update
- Using encryption for safe banking
- Controlling MIS as per working capital
- Processing Tax / Custom PSID payments in a timely manner
- Close coordination with bank for follow ups
- Coordinate & prepare budgets and forecasts.

Organization	Prime HR. (Outsource by **K-Electric Ltd**)
Designation	Back Office Executive
Location	Karachi
Employment	Contract
Tenure	July 2013 to Oct-2022

Job Description

- Legal Coordinator & POC of OSP Staff.
- Administrative support role.
- To coordinate effective utilizations of departmental resource to provide the logistical and administrative support
- Work on Rebate (settlement of dues) and sent to Distribution Finance for process.
- Acquired End user training for SAP, working with different modules of ISU.

- Prepare Allowance cases on consumer complaints, keep records sent to Business Finance for process.
- Facilitate consumer's complaint of 118.
- Data Analysis of accounts and recovery on daily basis
- Coordination with higher management to arrange meetings

Organization	People HR. (Outsource by **K-Electric Ltd**)
Designation	Back Office Executive

Location	Karachi
Employment	Contract
Tenure	Sept 2011 to June 2013

Job Description

- Data analysis and Compliance work.
- Legal Coordinator & POC of OSP Staff.
- Admin Coordinator to manage all the admin & accounts work.
- Work on Rebate (settlement of dues) and sent to DF for process.
- Facilitate consumer's complaint of 118.

Organization	Albaraka Bank Pakistan Ltd
Designation	Internee
Location	Karachi
Employment	Temporary
Tenure	May 2010 to June 2011

Job Description

- Working as interaine in Foreign Trade Finance Department, issuance of DO (Delivery Order), Documentation of LC issued by credit Department, well known about MURBAHA FINANCING.

- In Operation Department Open ABPL Current Account, ABPL Saving Account, ABPL Khazana Account, ABPL Term Deposit & Mahana Amdani Account, Issuance of PO (Pay Order) & DD (Demand Draft).

- In Accounts Department Preparation of Reconciliation Statement and Daily Position, Recording of Accounting Entries, Preparation of General Ledger / Subsidiary Ledger.

Education:

Degree Name	Master in Business Administration
Level Attained	Master Degree (02 Years)
Majors	Finance
G.P.A	2.57
Institute	Bahria University of Information Management Science
Address	Karachi, Pakistan
Session	2007- 09

Degree Name	Bachelor in Business Administration
Level Attained	Bachelor Degree (02 Years)
Majors	Business Administration
G.P.A	2.85
Institute	Shah Abdul Latif University
Address	Khairpur Mir's, Pakistan
Session	2004- 06

Work Shops Conducted By BIMCS Karachi Campus

- ➢ People Managing at Work
- ➢ Consumer Finance
- ➢ Small Medium Enterprises
- ➢ Cash Management
- ➢ _____

  Treasury Operation
- ➢ Compliance Management
- ➢ Time Management

Area of Expertise

- ➢ Account Opening / KYC
- ➢ Accounts & Finance
- ➢ Customer Dealing

Affiliation:

Organization	Student Resource center
Role	Member
Session	2007 to 2009

Joining   Immediate