

# Muhammad Ishtiaq

Websales Accounts Manager

## Contact

### Address

Lahore, Pakistan 54000

### Phone

00923004283882

### E-mail

mr.m.ishtiaq@icloud.com

## Skills

Account verification



CRM Systems



Staff Management



Accounts Receivable



Managerial background



Managerial experience



Analytical



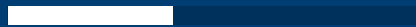
## Software

Amadeus online Distribution System



Very Good

Worldspan/ Galileo Travelport



Average

Microsoft Office



Driven accounting professional aiming to leverage 13 years of experience in accounting roles. Demonstrated success in managing inventory audits and offering meticulous oversight of general ledger management. Having excellent interpersonal skills, can develop rapport quickly with colleagues and clients alike and coupled with a flexible approach to team-working. With strong work ethics, able to communicate across different areas and levels of the organization and offer additional support wherever necessary.

## Work History

2010-06 -

Current

### Websales Accounts Manager

*Travelup PLC, Aldermasten/Berkshire*

- Experienced in processing daily invoices and credit for online web sales.
- Juggled multiple projects and project deadlines, and served as mediator between clients and colleagues, gathering and implementing feedback from both parties for projects with tight turnaround times.
- Have 10/10 Google customer services reviews from customers.
- Maintained balance in team management to assure that there is no pending work.
- Assisted in process of creating user friendly software for smooth working.
- Compiled and distributed successfully financial and statistical information, such as budget spreadsheets for new projects.
- Conducted primary research to most popular item sold to customers and discovered new customer behavior patterns for improved performance.

### Working Relationships

- Directly reporting to CEO
- Managers and all staff in all branches
- External organizations such as airlines, suppliers and software developers

### Achievements

- Promoted as Branch Manager.

2007-04 -

2010-03

### Executive Officer

*RPA-Rural Payment Agency, Reading*

- Represented RPA to customers and other

Good

Stripe/Fuse/Sunline

/Peachtree

Very Good

## Languages

English

Very Good

Urdu

Good

Punjabi

Very Good

stakeholder groups including suppliers and operational partners.

- Managed appraisal of team members.
- Attended public meetings to discuss
- Led 5 teams of 10-persons team from different areas of firm that worked together to succeed in reducing operating expenses by 15 percent for overpayment task assigned.
- Completed projects on time or before deadlines, and always followed through on work commitments, leading to greater work responsibilities and promotion.

### Achievements

- Introduced new Desktop helper set of instructions which saved company 3 hours of resource time.
- Have been nominated RDE Rita (software) development expert award in 2007.
- Won Multiple monthly employee awards in 2008

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## Education

2003-03 -  
2005-07

**Bachelor of Arts: Accounting And Finance**  
*University of The Phunjab - Lahore*

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## Certifications

2006-12

Acca-Part qualified

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## Fluent in English, Urdu, Punjabi

native, fluent, conversational, competent

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## Interests

Adventurous, nature lover, foodie, footbal, games, watching movies