



# Shahbaz Ali

Accounts & Finance Professional



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## Why *Shahbaz*?

- Solution focused and proactive finance and accounting professional possessing immaculate knowledge of accounting controls, operations, logistics, internal audit and compliance. Capable of making financial reports and analyzing financial statements. Expert at working on Oracle while rendering support in checking and managing inventory control
- Level-headed professional with blend of academic credentials, analytical agility and relentless enthusiasm towards accounting systems and cash management; capable of executing measures to maintain consistency of system
- Effective team player having capability to ensure execution and timely management of services to meet company's objectives and deadlines. Has competency in domains of business communication, presentation and project planning

## CORE STRENGTHS & ENABLING SKILLS

- |                                      |                              |                                  |
|--------------------------------------|------------------------------|----------------------------------|
| ▪ Sales & Marketing                  | ▪ Sales & Marketing Controls | ▪ Client Relationship Management |
| ▪ Financial Statement Analysis       | ▪ Budget Management          | ▪ Research & Analysis            |
| ▪ Warehousing & Inventory Management | ▪ Market Management          | ▪ Interpersonal Skills           |
|                                      | ▪ Petty Cash Management      | ▪ Communication Skills           |

## PROFESSIONAL EXPERIENCE

### PMNHP (Prime Minister's National Health Program)

Mar 2022 to Present

- Managing the health card patient in panel hospitals
- Insuring the patient have good facility in health care departments
- Health facilitator officer can patient in and also after providing treatment from hospital gave discharge to the patient from hospital
- Health facilitator officer provide information to the patient against health care rules providing by state Life Insurance Corporation of Pakistan

### **Ghulam Farooq Group of Companies**

**Greaves Pakistan (Pvt) Ltd, Islamabad, Pakistan**

**Sales & Services COORDINATOR (Power Division)**

**OCT 2020 – Mar 2022.**

#### **Responsibilities/Accomplishments:**

- Managing the Power division service team related Activities i.e. UPS Maintenance, Complaints & Service level Agreements.
- Managing the Sales activities i.e. Quotations, Clients Visits, Follow-up, Process the Purchase Orders & UPS Installations.
- Preparing Sales orders & invoices.
- Managing the Communications between internal & external Employees.

- Providing support to clients
- Managing the departmental Procurement, Vendor Management & Stock Control.
- Strong follow-up for timely recovery & clients visits for receivables recovery
- Prepare Sales Report, Engineer activity Report & other reports.
- Managing the departmental logistics & managed the all departmental Operations.

### **Yellostone Technologies (Pvt.) Limited, Rawalpindi, Pakistan**

Working as "**Sales Coordinator**", July 2019– 15-Oct-2020

#### **Responsibilities/Accomplishments:**

- Effectively managing Sales reports payments Reports, notes of dispatched goods and rebate check while maintaining dealer's agreements details and rendering support in Sales & Marketing management

### **Digicom Trading (Pvt.) Limited, Islamabad, Pakistan**

Working as "**Sr. Accounts Executive**", September 2014– July 2019

#### **Responsibilities/Accomplishments:**

- Effectively managing Sales reports payments Reports, notes of dispatched goods and rebate check while maintaining dealer's agreements details and rendering support in Sales & Marketing management
- Researching on market trends while making strong relationships with dealers, Area Of Sales Rawalpindi & Islamabad KPK , maintain Sales Report while checking stock inventory

#### **Major Achievements:**

- Received cash price for being employee of the month for 3 months continuously

### **Expeditors International (Pvt.) Limited, Islamabad, Pakistan**

Worked as "**Warehouse Executive – Huawei & SPL Project**", February 2013 – April 2014

#### **Responsibilities/Accomplishments:**

- Effectively supported in procurement and inventory control while managing invoice handling. Monitored and tracked shipments, dispatching of goods over country as per SLAs. Used Huawei software PSDS for activities
- Managed daily procedures for documents, monitored quality checks, export shipment handling and uploading of PODs in PSDS. Conducted quarterly and monthly stock checks, prepared and compiled reports while counting daily cycle
- Successfully rendered support in timely pick up, location and logistics management. Prepared and submitted daily reports such as SOH – report, activity report, hold area report and export packing list

#### **Additional Experience**

- Worked as "**Sr. Accounts Executive**" at Digicom Trading (Pvt.) Limited, Rawalpindi, Pakistan (September 2014 – 10-July-2019)
- Worked as "**Auditor North & Branch Accountant – Q. Mobile**" at Digicom Trading (Pvt.) Limited, Pakistan (May 2014 –August 2014)
- Worked as "**Intern**" at National Bank of Pakistan, Sargodha, Pakistan(October 2011 –December2011)

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## **PROFESSIONAL QUALIFICATION**

- **University of Sargodha, Sargodha, Pakistan (2009 - 2012)**
- MBA Finance

**House#263, Green Homes NB70, Near Jhal Chakian Khushab Road Sargodha, Pakistan**