

# **ALI NAWAZ**

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## **CAREER OBJECTIVE:**

To seek challenging avenues where my knowledge and experience matches with the organization's growth.

## **EXPERIENCES:**

### **Worked as Account-Officer in DAWAT ISLAMI TRUST. (25<sup>th</sup> April 2021 to To-Date.)**

- **Dealing With Expenses & Incomes**
- **Follow up with Construction Budgets**
- **Releasing The Payments and Closed every month.**
- **Religious Events Expenses /Advances/Records**
- **Salaries**
- **Bank Works/ Deposit / Reconciliations.**
- **Recoding All Transection In SYSMAN Software and filing them.**
- **Working on DM online Software**

### **Accountant & Admin Controller in Whale Gulf Est. for Information Technology, Dammam (Saudi Arabia). (25<sup>th</sup> Sept 2019 to Feb,2021.)**

#### **Duties:**

- Preparing and analyzing accounting records and financial statements reports
- Assess accurately and confirm to reporting and procedural standards of the reports
- Analyze business operations, costs, revenues, and obligations, to future revenues and expenses or to provide advice.
- Avoiding outstanding expenses and managing the petty cash o Establishing table of accounts
- Assigning entries to proper accounts
- Preparing periodic reports to compare budgeted cost to actual cost.

### **Accountant in Gulf Channels LLC, Dammam.(Saudi Arabia) (8<sup>th</sup> Dec 2014 to Feb 2019)**

Responsible for working closely with the accounts team to ensure a positive customer experience & a maximization of revenue. In charge of increasing & maintaining customer satisfaction & ensuring that the individual needs of the customer are met.

**Duties:**

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**AL IHSAN HOSPITAL, Murree Road, Rawalpindi. (9<sup>th</sup> February, 2013 to Nov,2014)**

Maintenance of journal, Ledger and company transaction  
Entry of expenses and income in to SIS Software  
Compilation of data and preparation reports  
Daily maintenance of purchase order logs, expenses and ledger  
Performed accounts analysis to ensure that expenses are coded correctly  
Panel indoor and outdoor patient billing  
Ensure proper check and balance of accounts receivable  
Responsible for accounts payable  
Protects organization value by keeping information confidential

**Accounts Assistant (17<sup>th</sup> September, 2011 to 8<sup>th</sup> February, 2013)****AL IHSAN HOSPITAL, 142 Murree Road, Rawalpindi.**

Reconciling final accounts  
Maintaining Spreadsheets  
Cash Collection  
Managing daily Expenses  
Verifying calculations working with the accounts system  
Managing petty cash transactions  
Receiving and processing all invoices, expenses forms and request for payments

**Junior Accountant (1<sup>st</sup> April, 2010 to 16<sup>th</sup> September, 2011)****AL IHSAN HOSPITAL, 142 Murree Road, Rawalpindi**

Data Entry  
Daily maintaining IPD and OPD  
Billing IPD and OPD  
Panel Summaries  
Monthly report on panel billing  
Monthly report on consultant payment

**COMPUTER SKILLS:**

Three Months Computer Diploma.

MS Word  
MS Excel  
MS Power Point  
Adobe Photoshop

**PERSONALITY TRAITS:**

Capable problem solver  
Ability to handle pressure  
Ability to work independently or as part of a team and handle multiple tasks

**ACADAEMIC QUALIFICATIONS:**

M.com (Finance)	Federal Urdu University, Islamabad	2014
B.com	Punjab University, Lahore	2010
I.com	FBISE, Islamabad	2008
Matriculation	FBISE, Islamabad	2006

**PERSONAL INFORMATION:**

Date of birth	1 <sup>st</sup> January, 1986
Father's Name	Raja Shah Nawaz
NIC Number	37405-3065970-3
Address	503/38-F.1 Lalazar Rawalpindi
Marital status	Single
Religion	Islam
Country	Pakistan

**LANGUAGES:**

Urdu  
English  
Punjabi  
Arabic

**REFERENCES:**

Will be furnished, if required