

ALI NOURAIZ

DEPUTY MANAGER ACCOUNTS



CONTACT

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EDUCATION

Master of Business

Administration (MBA)

- National College of Business
Administration & Economics
- 2015-2019

Bachelor of Commerce (B.Com)

- National College of Business
Administration & Economics
- 2013 - 2015

Intermediate in Commerce (I.Com.)

- Central College, Samanabad Campus
- 2012 - 2013

Matriculation

- Central College, Samanabad Campus
- 2010 - 2011

LANGUAGES

- English
- Urdu



PROFILE

Dynamic and results-driven Deputy Manager Accounts with over 8 years of experience in financial management, reconciliation, tax compliance, and process optimization. Proficient in streamlining accounting operations, ensuring regulatory compliance, and preparing detailed financial reports to support strategic decision-making. Adept at leading teams, enhancing internal controls, and managing client/vendor relationships. Skilled in leveraging advanced accounting software to maintain accuracy and efficiency. A strong communicator committed to delivering excellence in financial and operational management.



WORK EXPERIENCE

Deputy Manager Accounts

City 42 News Channel

AUG 2017 – PRESENT

- Financial Management & Reporting**
 - Prepared comprehensive financial statements on a monthly, quarterly, and annual basis to support strategic decision-making.
 - Managed payroll processes, including employee incentives, ensuring accuracy and compliance with company policies.
- Reconciliation & Accuracy**
 - Conducted monthly reconciliations for bank statements, receivables, and payables to maintain accurate account records.
 - Produced detailed reconciliation reports for ledgers and customer accounts, ensuring precise financial tracking.
- Accounts Payable & Vendor Relations**
 - Processed and maintained records for invoices, vouchers, and vendor accounts, resolving discrepancies promptly.
 - Coordinated with departments and vendors to manage payables efficiently and ensure smooth operations.
- Process Improvement & Internal Controls**
 - Analyzed and improved accounting processes, enhancing efficiency and maintaining robust internal controls on documentation.
 - Ensured proper accounting of employee loans and advances, coordinating with the HR department to maintain clarity.
- Compliance & Audit Assistance**
 - Compiled and maintained financial documentation for audits, ensuring compliance with regulatory requirements and supporting auditors with detailed records.
 - Filed periodic reports such as PBAs and aging reports to monitor account statuses effectively.
- Banking & Cash Flow Management**
 - Monitored and updated daily bank statuses to optimize cash flow and financial planning.
 - Handled all payment processes, ensuring timeliness and accuracy in financial transactions.

SOCIAL MEDIA OPTIMIZATION

- **Social Media Management**
 - Strategically managed and optimized social media channels, including Facebook and Instagram, to enhance audience engagement and brand visibility.
- **Content Management**
 - Oversaw website content updates, ensuring timely and relevant posts to maintain user interest and engagement.
- **Customer Interaction**
 - Handled customer inquiries on social media and websites, providing prompt and professional responses to enhance customer satisfaction.
- **Query Resolution**
 - Effectively resolved customer queries and concerns, fostering trust and loyalty through clear and courteous communication.

SKILLS

- Financial Management
- Bank Reconciliation
- Accounts Payable & Receivable
- Payroll Management
- Tax Compliance
- Audit Assistance
- Budgeting & Forecasting
- Process Optimization
- Vendor Relations
- Customer Interaction
- Data Entry & Record Keeping
- Report Preparation
- Inventory Management
- Communication Skills
- Problem-Solving
- Adaptability
- Time Management
- Team Collaboration
- Analytical Thinking
- Leadership

SOFTWARE SKILLS

- MS Office
- Oracle R12
- Soft Dev



Accounts & Operations Executive

Tech Incubator

NOV 2015 – JULY 2017

- **Financial Oversight & Reporting**
 - Performed daily bank reconciliations and prepared detailed financial reports to ensure accurate tracking of accounts.
 - Managed petty cash, depreciation, prepaid insurance entries, and bookkeeping tasks using specialized software.
- **Tax Compliance & Audit Management**
 - Delivered comprehensive tax services in compliance with laws and regulations, ensuring timely submissions.
 - Led tax audits and maintained efficient tax provision and compliance processes.
- **Administrative Coordination**
 - Streamlined office operations by coordinating activities, enforcing compliance with company policies, and managing staff schedules.
 - Oversaw agendas, travel arrangements, and event planning, including corporate parties.
- **Office Resource Management**
 - Supervised procurement of office supplies, equipment, and furniture while maintaining organized general office files.
 - Ensured office facilities and equipment were well-maintained and operational.
- **Employee & Vendor Relations**
 - Managed employee allowances and coordinated staff performance responsibilities for efficiency.
 - Maintained vendor files and handled invoice processing, accounts receivable monitoring, and budget tracking.
- **Communication & Scheduling**
 - Managed correspondence, phone calls, and scheduling appointments to prevent conflicts and ensure seamless coordination.
 - Organized meetings and conference room bookings to enhance productivity and collaboration.

Internship

Din Textile Ltd.

- **Accounting Assistance:** Supported accounts receivable, payable, and bank statement reconciliation.
- **Data Management:** Handled data entry, file maintenance, and inventory tracking.
- **Reporting & Presentations:** Drafted reports and created PowerPoint presentations for internal use.
- **Quality Control:** Conducted inventory checks and contributed to quality assurance processes.



ACADEMIC PROJECTS

- **Entrepreneurship Business Plan**
 - Developed a comprehensive business plan as part of an entrepreneurship project, demonstrating strategic planning and financial forecasting skills.
- **Auditing Insights**
 - Conducted interviews with external auditors from Ittehad Chemicals and National Batteries to analyze auditing processes and practices, culminating in a detailed project report.
- **Innovative Marketing Idea**
 - Conceptualized and presented a new business idea, showcasing creativity and strategic marketing skills in a real-world context.