

## ABOUT ME

Result-oriented and experienced finance executive with an M.Phil. in Economics and Finance, seeking work related position to leverage my expertise in financial analysis, strategic planning, and risk management. With an excellent and proven track record of driving financial growth, optimizing operational efficiency, and leading cross-functional teams, I am committed to delivering exceptional financial performance and driving sustainable business growth. With a strong academic foundation and practical experience, I aim to contribute my knowledge and skills to drive financial growth and decision-making within a dynamic organization.

## PROFESSIONAL EXPERIENCE

### **Fortress Facilities Management Limited United Kingdom (Peshawar Office)**

*Operation Manager, September 2023 – Still employed*

- Lead and supervise the cleaning and security teams, ensuring efficient scheduling, training, and performance management
- Develop and implement operational policies, procedures, and standards to enhance service quality and productivity.
- Monitor and analyze operational performance metrics, identify areas for improvement, and implement corrective actions.
- Build and maintain strong relationships with clients to understand their needs and expectations.
- Conduct regular client meetings to assess satisfaction levels, address concerns, and identify opportunities for service enhancements.
- Collaborate with the sales team to upsell services and expand the client base.
- Recruit, train, and mentor staff to ensure a high level of professionalism and expertise within the cleaning and security teams.
- Foster a positive work environment by promoting teamwork, open communication, and continuous learning.
- Conduct regular performance evaluations and provide constructive feedback to employees.
- Efficiently allocate resources, including manpower, equipment, and supplies, to meet client demands and contractual obligations.
- Collaborate with procurement to source high-quality cleaning and security equipment and supplies at competitive prices.
- Develop and maintain contingency plans to address emergencies and unexpected staffing challenges.
- Ensure compliance with industry regulations, safety standards, and legal requirements related to cleaning and security services.
- Conduct regular site inspections to assess safety protocols, equipment condition, and employee adherence to operational guidelines.
- Implement and enforce security protocols to safeguard client premises and assets.

## **IMARAT GROUP OF COMPANIES (AGENCY21)**

*Finance Executive, January 2023 – August 2023*

- Provide financial insights and analysis to support business decisions and evaluate investment opportunities, develop budgets, and prepare financial forecasts.
- Prepare accurate and timely financial reports, including profit and loss statements, balance sheets, cash flow statements, and variance analysis, to provide management with key financial insights.
- Trained 4 branch coordinators on financial management activities.
- Develop annual budgets, monitor expenses, and implement cost control measures to optimize financial resources and improve profitability.
- Monitor cash flow, manage working capital, and implement cash management strategies to ensure liquidity for operations and investments.
- Identify and assess financial risks, develop risk mitigation strategies, and ensure compliance.
- Provide insights on financial KPIs to track progress and drive improvement.
- Maintain and improve financial systems, processes, and internal controls for accurate financial reporting and compliance with accounting standards.
- Coordinate with internal and external auditors to facilitate the audit process, address audit findings, and ensure compliance with regulatory requirements.
- Coordinate with external stakeholders, including banks, financial institutions, and regulatory bodies, to oversee relationships, negotiate financial agreements, and ensure compliance with financial covenants.
- Conduct financial analysis and modeling to analyze financial performance metrics
- Offer insights on financial KPIs to track progress and drive improvement.
- Support strategic decision-making and ensure financial stability.
- Supervise and mentor finance team members, providing guidance, support, and training to enhance their skills and ensure efficient and effective financial operations
- Contribute to the development and implementation of long-term financial strategies aligned with the company's objectives and growth plans.
- Responsible for overseeing property assets valued more than PKR 50 million for the organization on a monthly basis.

## **Hilal Enterprises - Hangu, Pakistan**

*Accounts Manager, February 2022- December 2022*

- Executed essential business functions, such as sales, inventory management, visual merchandising, and staff scheduling.
- Trained six administrative assistants during a period of business expansion.
- Ensured attention to detail and adherence to company policy and procedures for business development and policy analysis.
- Drive sales growth by implementing effective marketing strategies, monitoring sales targets, and analyzing customer preferences.
- Possesses exceptional leadership, problem solving skills, strong business acumen, and a customer-centric approach.
- Managed store finances, including budgeting, forecasting, and expense control.
- Monitored and analyzed sales performance, profitability, and financial indicators and implemented cost-saving measures for business growth.
- Established and maintained relationships with suppliers and vendors.
- Evaluated supplier performance and explored potential partnerships.
- Demonstrated a keen eye for detail to avoid any fraudulent activity.

- Prepared regular reports on store performance, sales trends, inventory levels, and financial metrics.
- Analyzed data to identify opportunities for improvement and made informed business decisions.
- Orchestrated policies to drive sales, increase profitability up to 25%, and deliver outstanding customer service.
- Led and motivated team of employees, provided coaching, training, and performance feedback to drive individual and team success.
- Continuously assessed and improved operational processes and procedures to maximize efficiency and productivity.
- Implement technology solutions where applicable to streamline business operations.
- Fostered a positive work environment, encouraged teamwork, and provided training and development opportunities for store staff.
- Promoted a culture of accountability, performance, growth and customer satisfaction.

## **Hilal Enterprises - Hangu, Pakistan**

*Account Executive, December 2020 – January 2022*

- Build and maintain strong relationships with key clients. Act as the main point of contact, understand their needs and objectives, and provide excellent customer service.
- Developed and executed sales strategies to achieve revenue targets and meet company objectives.
- Developed account plans and strategies to maximize sales and profitability by Analyzing market trends, competitor activities, and customer data
- Conducted financial analysis and reporting, providing insights and recommendations to optimize account performance.
- Ensured contracts are adhered to, and managed contract renewals and amendments.
- Monitored and analyzed financial performance, including sales reports, expense control, and profitability. Identify opportunities for cost savings, revenue enhancement, and operational improvements.
- Analyzed market trends, historical sales data, and customer insights to forecast demand for products.
- Ensured prompt resolution of conflicts and ensured effective communication to maintain high levels of customer satisfaction.
- Conducted market research and analysis to identify opportunities for growth and differentiate the company's offerings.
- Prepared regular reports on account performance, sales trends, market share, and other relevant metrics.

## **AL-SYED Medical & Surgical Center, Hangu**

*Account Manager, July 2018 – July 2020*

- Developed and executed sales strategies to achieve revenue targets and meet organizational objectives.
- Developed account plans and strategies to maximize sales and profitability.
- Analyzed market trends, competitor activities, and customer data to identify growth opportunities and formulate effective strategies.
- Acted as bridge between patients and hospital administration regarding Sehat Insaf Card initiative.

- Managed account budgets and financial targets.
- Coordinated efforts to deliver quality services, resolve issues, and provide exceptional customer satisfaction.
- Negotiated and finalized contracts, pricing agreements, and service level agreements with clients.
- Stayed updated on industry advancements, treatment options, and regulatory guidelines.
- Conducted market research and analysis to identify opportunities for growth, differentiation, and market positioning.
- Prepared regular reports on account performance, sales trends, market share, and other relevant metrics
- Provided insights and recommendations based on data analysis to optimize strategies, improve performance, and drive business growth.
- Proactively addressed client concerns, inquiries, and issues.

## Internship Experiences

Organization	Duration
Special Communication Organization- (Finance Department)	Intern, August 2020 – November 2020
Greenland Public School Hangu (PM Youth Internship Program)	Intern, March 2017 – February 2018
National Bank of Pakistan	Intern, June 2015 – August 2015

## Educational Qualifications .....

<b>MPhil ( Economics &amp; Finance)</b>	Pakistan Institute of Development Economics, Islamabad	2019
<b>BBA (hons)</b>	Institute of Management Studies, University of Peshawar	2016
<b>FSc.</b>	B. I. S. E, Kohat	2011
<b>MATRIC</b>	B. I. S. E, Kohat	2009

## Skills .....

- Financial Analysis and Reporting skills
- Budgeting and Forecasting.
- Risk mitigation and management.
- Audit coordination and support.
- Financial data interpretation.

- Negotiations and Decision making
- Computer skills and Proficiency in financial software and tools
- Communication and presentation skills
- Analytical thinking and problem-solving abilities

## Languages .....

	English	Urdu	Pashto
Speaking	C2	C2	C2
Reading	C2	C2	B1
Writing	C2	C2	A1

## Trainings & Certificates.....

Certificate of completion of **Oracle R12 E-Business Suite Financials** at Oranet Training and Solutions, Islamabad      **Duration:** June, 2019 - September 2019

### Key Aspects:

- Essentials for implementers
- General Ledger
- Account Payable
- Account Receivable
- Asset Management Fundamental
- Cash Management Fundamental

## References:

1. Omer Hilal (CEO Hilal Enterprise)  
**Contact # 03329514658**
2. Ahmad Khan (CEO AL-Syed Medical Center)  
**Contact # 03339087937**