


UBAID ABDUL RAZZAQ

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OBJECTIVE

A challenging and rewarding position in Accounts & Finance within the private sector where prior experience, personal ability, and a commitment to professionalism would be of value. Position should allow for continued personal and professional growth commensurate with achievements.

WORK EXPERIENCE



Leopards Courier Services (Pvt.) Ltd.

Aug-2020 Present

ASSISTANT ACCOUNTANT

- Monitor Sales and prepare reconciliations of Cash Book to ensure that system exist for generation of accurate and reliable financial and other information.

Self Employed

Feb 2019 – Aug 2020



United Bank Limited

Mar 2015 - Feb 2019

OFFICER MIS Control – MIS, Budgeting – Officer Grade-III

- Preparing daily, weekly deposits and advances position of bank for management and group reporting.
- Preparing and reviewing 'Monthly Performance Report (MPR) of the Bank (Domestic and International).
- Upload SBP (State Bank of Pakistan) Mid Rates for International Regions on Oracle Financials (R12) and execute currency translation process.
- Allocation of Tax, WWF, Audit, Head office cost to domestic and international locations.
- Provide assistance for monthly, quarterly and annual closing of Financials and circulation at various levels.
- Provide assistance for rechecking monthly summarized One Pager (Management Report).
- Managing Bank's Chart of Account.
- Fostering a culture of continuous improvement and initiatives within Budgeting, MIS and Finance departments.
- Ad-Hoc reporting and preparing customized reports in Oracle Financials (R12) for management review.
- Generate queries on Symbols (Core Banking System) and OBIEE to gather the data as per requisition of management.
- Attend queries from businesses and giving suitable response to resolve issues.



Dandia Enterprises

Jan 2010 – Mar 2015

SENIOR FINANCE OFFICER

- Conducted Internal Control evaluation and risk assessment to identify loopholes and areas requiring management intervention to prevent frauds, embezzlements, misappropriations, misuse and wastage and ensuring that objectives of the organization are achieved economically, efficiently and effectively;
- Prepared an analysis of Financial Statement & daily Sales;
- Monitor Sales, Inventory on daily basis, and prepare reconciliations of Cash, Vendors, Bank Accounts, Suppliers statement;
- Ensured that systems exist for generation of accurate and reliable financial and other information;

EDUCATION

Degree	Institute	Year	Major
MBA – Finance "3.10 - CGPA"	Mohammad Ali Jinnah University	2015	Finance
Bachelor in Commerce	Govt. College of Comm & Eco.	2009	Commerce
Intermediate	Govt. College of Comm & Eco.	2007	Commerce

Matriculation		Golden Career Primary & Sec School	2005	Computer Science
PERSONAL INFORMATION		IT PROFICIENCY		STRENGTHS & SKILLS
Date of Birth:	January 27, 1989	<ul style="list-style-type: none"> ▪ Advance Excel, Word, PowerPoint ▪ EBS Oracle Financials (R12) ▪ Oracle Business Intelligence (OBIEE) ▪ Retail Management System (RMS) ▪ System troubleshooting ▪ Technical Knowledge ▪ Windows XP/7/8/10 	<ul style="list-style-type: none"> ▪ Accounting ▪ Internal Controls ▪ Risk Management ▪ Financial Analysis ▪ Reconciliation ▪ Retail / Shopping Mall Industry ▪ Banking Industry etc. 	
Languages:	English and Urdu			
Nationality:	Pakistani			
Gender:	Male			
Marital Status:	Married			