

# ABAD ALI

**Father Name:** Muhammad Yaqoob

**Home Address:** House#13-A, St. #3, Gulshan-e-Ravi, Toheed Park, Lahore

**Date of Birth:** August 17<sup>th</sup>, 1991

**Nationality:** Pakistani

**Contact:** 0323 – 4600220

**E-mail:** [abad\\_100@hotmail.com](mailto:abad_100@hotmail.com)



## OBJECTIVE:

---

A dynamic professional seeking a challenging and rewarding career to excel in the field of Administration, Accounting and Finance.

## EDUCATION:

---

2016	<b>B.com (Accounting)</b> Punjab University, Lahore.	2 <sup>nd</sup> Division
2015	<b>BSC (HONS) in Applied Accounting (Thesis to be submitted)</b> Oxford Brookes University. (UK)	
2014	<b>Association of Chartered Certified Accountants (ACCA - In Process)</b> Association of Chartered Certified Accountants. (UK)	
2011	<b>Certified Accounting Technician (CAT)</b> Association of Chartered Certified Accountants. (UK)	
2010	<b>I.Com (Accounting)</b> Punjab College of Commerce, Lahore.	1 <sup>st</sup> Division
2008	<b>Matriculation</b> Crescent Model Higher Secondary School, Lahore.	1 <sup>st</sup> Division

## EXPERIENCE:

---

- Taught Matriculation, I.Com in Sunrays Academy. 2012-2014
- Performing Duty as an Accountant in MB Enterprises. 2014-2016
  - Responsibilities
    - Record Keeping
    - Maintaining Ledgers including AP, AR, Cashbook
    - Preparation and Extraction of Financial Statements using Peachtree
    - Ratio and trend analysis of Financial Statements
    - Prepare Statistical presentation in Peach Tree.
  - Achievements
    - Reduced cost of Product per unit by 10% by switching to a different supplier
    - Demonstrated command over statistical analysis by performing ratio/ trend analysis across different years on Financial Statements.
    - Introduced Peach Tree and helped the company transition from manual book keeping to maintenance in Peach Tree.
    - Demonstrated Change Management and Leadership during the transition ultimately making it successful.

- Work as an Admin Officer in Fly Laraib Travels. (1 Year Contract) 04<sup>th</sup> Jan-16 to 07<sup>th</sup> Jan-17
  - Responsibilities
    - Prepare, Distribute & Store Correspondence.
    - Performs Public Affairs Duties.
    - Arrange travel and accommodations.
    - Maintain and update company databases.
    - Update office policies & book meeting rooms as required.
  
- Internship at Habib Bank Limited (HBL) 30<sup>th</sup> Jan-17 to 3<sup>rd</sup> March-17
  - Learning
    - Performance of routine Counter Services Officer tasks
    - Helping customers complete Account Opening Forms
    - Conducting Customer Credit Card Verifications
    - Customer Dealing over the phone and in person
    - Maintaining Folders for Personal Accounts
  
- Performing Duty as an Accounts Manager in Alpha Estate (LDA City Development Partner) 9<sup>th</sup> March-2017 to 8<sup>th</sup> Aug-2018
  - Responsibilities
    - Record Purchases of Land using Spread Sheet.
    - Issued LDA City Files using SAMS Software.
    - Maintaining Ledgers including AP, AR, and Cashbook.
    - Preparation and Extraction of Financial Statements using SHE Software.
    - Supervise my juniors related to A/c's.

#### **TRAININGS AND CONFERENCES ATTENDED:**

---

- Attended 3rd SAICON (South Asian International Conference) titled International Conference on Management, Business Ethics and Economics (ICMBEE) at PC Lahore
- Talent Gymnasium of ACCA
- Basic Excel 2007 held at Sunfort Hotel, Lahore
- Peachtree Accounting Software conducted at The Accounting College (TAC).

#### **COMPUTER SKILLS:**

---

- Peachtree Accounting Software
- Spread Sheet
- Word Processing

#### **PERSONAL SKILLS:**

---

- Problem-solving.
- Working effectively as part of a Team.
- Leadership and Change Management
- Good command over Numeracy and Statistical Analysis
- Remaining calm and alert under pressure & in emergency situations.

**INTERESTS:**

---

- Interacting and Meeting with new people
- Keeping up with Current Affairs

**REFERENCES:**

---

- Mr. Rashid Bhandara. (Businessman)
- Mr. Ijaz Hafeez. (Deputy Mayor of Lahore)
- Major Azeem Yaqoob. (Pakistan Army)