



Suleman Amin

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CAREER STATEMENT

Equipped with high calibre skills in business finance in addition to audit, corporate finance, accounts and project management. Seeking to work for a reputed organization where I can utilize my expertise and take over further challenging opportunities within an excellent working environment which is conducive for career advancement, learning and growth.

PERSONAL ATTRIBUTES/SKILLS

I consider myself as:

- A conscientious, enthusiastic and highly motivated person who is reliable, responsible and hard-working
- Possessing excellent communication and interpersonal skills and the proven ability to achieve targets and results.
- Flexible within the working environment and able to adapt quickly and positively to challenging situations whilst remaining calm and focused
- Mature with an outgoing, friendly personality who enjoys the challenge of working under pressure either independently or as a member of a pro-active team

WORK EXPERIENCE

From July-2022 To till date

City Exchange LLC (UAE)

Accountant

- To attend customers for all business transactions
- Responsible for Remittance, currency exchange, demand drafts / telex transfer / electronic transfer.
- Prepare End of day report & cash reconciliation
- To provide information of new or additional services.
- Prepares daily & weekly sales reports
- To perform a role of marketing & sales executive during off-peak business hours.
- To maintain records, prepares reports and performs work processing assignments & related clerical duties.
- To provide excellent customer service to the branch customers
- To handle customer complaints, transaction and rate enquiries
- To give information to customer about different modes of transaction, rates for different transaction/prices,
- Restocking office stationary and regular check on electronic equipments.

Nov- 2019

Muhammad Rafeeq heavy trucks transport LLC (Dubai UAE)

Admin and Accounts

- Preparing salaries invoices and Maintain proper financial record of all accounts and outstanding amounts.
- Proficient on QuickBooks software.
- Keeping the record of all vehicles trip details, check & payments of fines, Mulkia renewal and make gate pass of different ports online.
- Keeps the records of all accounts like cash, expenses, credit invoices and against it's recovery, supplier stock details and all the others transactions
- Maintain proper record with supporting documents in hard.
- Bank reconciliation on monthly basis
- Payroll processing and disbursement either in cash or bank accounts with proper aspect
- Communication through telephone and emailing to our client
- Well knowledge of VAT claims.

2019

Oppo mobiles (Pakistan)

Accounts And Marketing Executive

- Enhance the sales through different policies.
- Deals with wholesaler and retailers.
- Making daily and monthly reports regarding sales.

- Arrange different events for product promotions.
- Discussion and commentary with top managements regarding to improve sales

2016-

Askari Guards private limited (Pak)

Account officer

- Keeping financial record of regional office Peshawar.
- Preparing salaries and disbursement, either in cash or bank accounts with proper record of acknowledgements and reconciliation.
- Day to day entries regarding expense and recoveries in Peachtree software
- Proficient in GMS (Guards management system) FMS (financial management. System and OAS (office automation system) (online software's).
- Review of the clients Contracts, Agreements and Invoices.
- Bank and inter office reconciliation.
- Coordination with External and Internal Auditors.

2014-

Youth Empowerment Organization

Financial Analyst

- Managed day to day financial record and achieved project goals.
- Developed Project budget.
- Liaised with sponsors and aid providing NGO's and government officials
- Procured project utilities with excellent time management.
- Implemented standard financial operating procedures and youth empowerment.

EDUCATIONAL QUALIFICATION

✧ 2013-2015

Master of Business Administration-(Finance)

CECOS University of IT & Emerging Sciences, Peshawar, Pakistan

✧ 2008-2012

Bachelor of Business administration-(Hons)

Qurtuba University of Science and Information Technology, Peshawar, Pakistan

PERSONAL PROFILE

- ✧ Nationality: Pakistani
- ✧ Date of Birth: 13/04/1989
- ✧ of Birth: Pakistan
- ✧ Religion: Islam
- ✧ Marital Status: Married

Visa status/ passport details

PP Details:

Passport No. FW5757472

Expiry Date: 16-Sep-2024

Visa Details:

Employment Visa

REFERENCES

- To be provided upon request