

Muhammad Imran Ali



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Objective

To work in an organization with professional and respectable team, collectively working towards achieving the organizational goals of the company, while ensuring personal, peer and organizational growth-being able to contribute constant improvement of business account acumen of self and coworkers. Holding a Master's degree in Business Administration, I am open to any position in a business organization, from executive to operations and management. If I get the opportunity I'm more than willing to take challenging positions and I'm sure I will prove to be an important asset to the organization.

Experience

- **First Choice Group LLC, CCTV System Operator at Islamic Affair and Charitable activities Departments (IACAD)**
Al Warqa 1, Dubai, UAE (June 2020 – Aug 2022)
 - **Job Responsibility :**
 - Certified SIRA in security & SIRA in Security CCTV system operator.
 - Continuously monitoring CCTV screens for the prevention of vandalism and sabotage.
 - Ensuring the guards are following procedures and all post orders and security forms are maintained or updated regularly.
 - Performing daily and weekly, operator level of maintenance on all CCTV equipment with the help of IT team.
 - Maintaining logs and journals; monitor radio and telephones.
 - Responded and reported alarms, suspicious activities, and violators in accordance with established procedures and policy.
 - Assisted in force protection operations throughout AMC security force areas of operation as directed.
- **Head of Accountant HYDERABAD INSULATIONS CORPORATION (Aug 2016– 6th March 2020)**
 - **Job Responsibilities**
 - Chairing and presenting senior management disclosure attestation meetings articulately and succinctly
 - Represent the organization with external parties including external auditors (CA's)
 - Assisting Auditors as needed (supports and assisting with work sheets)

- Assisting with monthly and quarterly closing process
 - Assisting with Balance Sheet account analysis
 - Assisting with Balance Sheet and Profit and Loss analytical reviews for Auditors.
 - Consolidation of subsidiaries
- **Branch In charge, RAJA FOREX TOURS & TRAVELS (Nov 2014 – June 2016)**
 - **Job Responsibilities**
 - Greeted customers upon their entry into the store and helped them with any questions and concerns.
 - Operated a checkout lane and associated retail equipment, including scale, barcode scanner, belt, and cash register.
 - Performed all checkout procedures quickly and accurately each time, while also promoting the store credit card to customers.
 - Assisted sales floor staff with stocking shelves, keeping front lanes tidy, and assisting guests when needed.
 - As a Relationship Officer at EIE, my goal is to conduct business analysis and to Handle counter Customers, Remittance, WPS Single Payment and other customer Transactions as assigned by Branch Manager to New, Existing and returning Customers as per Defined guidelines and ensure Maximum customer Satisfaction and Retention.
 - Manages Branch Operations, Resolve Client/Customer complaints if any.
 - Send and Receive Inward Payment/Outward payment and Cheques.
 - Assist Branch Manager/Supervisor in ensuring effective product knowledge sharing.
- **Accounts Executive, HYDERABAD INSULATIONS CORPORATION (Oct 2013 – Oct 2014)**
 - **Job Responsibilities**
- **Customer Service officer, S.K MONEY TRNSFER & FOREX (2009 – Sept 2013) (5years)**
- **Sales Executive cum Cashier, Fashion Jewelers, Hyderabad, India (2000-2009)**

Education

Post-Graduation: Master of Business Administration (MBA)

(Major - Finance & Minor - Marketing) From **Osmania university, Hyderabad.**

Graduation: B.COM (General) from Osmania University, HYDERABAD.

Technical Qualification

- Diploma in Civil Draughtsman-Ship. (2005 – 2006 INDO BRITISH ACADEMY)
- Computer Hardware and Software Troubleshooter.

Computer Skills

- Auto Cad 1st Sept 2006 to 30 Oct 2006
- 3D's MAX 9th April 2009 to 7th May 2009
- Microsoft Office Professional

STRENGTHS

- Good communication skills, very polite with respect for everyone.
- Quick Learner and able to adapt to new technology.
- Able to work independently without pressure and keep improving.
- Hardworking, Confident, Sincere, Creative, and Innovative.
- Team player, Team Leader, focused on work, result oriented and Composed.

PERSONAL DETAILS

- Age : 34 Years
- Marital Status : Married
- Languages : ENGLISH, ARABIC, URDU, HINDI.
- Nationality : Indian
- Visa Status : Visit Visa (Expiry - 10 April 2023)