



INTIKHAB ALAM (MSc Accountancy & Finance)

Professional in Accounting, Administration, Operations & Logistics

CAREER OBJECTIVE

To be employed in a job that will utilize my knowledge and skills so that I may contribute in my own humble way of realizing the goals of the company and that it will reciprocate me the opportunity to develop my inherent talent for future growth.

EXECUTIVE DIGEST

- Strong communication skills, Quick learner & with high tolerance.
- Ability to work under pressure & control with positive response.
- Experienced in managing of workers and work site under control.
- Familiar with the relevant industry codes as well as standards.
- Good organizational and management skills.
- Efficient in planning works, managing works and maintaining documents and reports.
- Analyzing financial projections for finance arrangements, reporting daily finance liability to finance manager.
- Top management skills, operation skills & Managerial communications skills.
- Have strong knowledge of funds utilization, fund management, bank reconciliation & correspondence with banks and financial institutions.
- Ability to manage and control any production process

EXPERIENCE

Al Badiya General Transport LLC Dubai, UAE.

Designation: Accountant General (2014 to July 2023)

RESPONSIBILITIES HANDLED:

- ❖ Prepare financial statements monthly and at year end in close coordination with MD.
- ❖ Accounts Payable (Forecast company accounts), Accounts Receivables (Follow up), Cash Flow etc.
- ❖ Preparing monthly Reports, Balance Sheet and Income Statement.
- ❖ Preparation of Payments/Receipt & invoices in accordance with customer's Payment terms.
- ❖ Daily maintaining day book petty cash and Income/Expenditure accounts.
- ❖ Availing Auto/business loans facility from different banks/finance institutions
- ❖ Maintaining company all banks' accounts, bank reconciliation statements, loans and Instalments of banks and customers.
- ❖ Also Dealing for Auto/Health insurance for all trucks & employees.
- ❖ Assist Outside auditors with audit-related questions. Assist in the year-end Audit process.
- ❖ Responsible for all vehicles placement as per customer's requirements.
- ❖ Daily basis follows up for new orders & Tracking for dispatched vehicles.
- ❖ Quoting prices to new customers for local transportation within UAE & for Gcc all kinds of vehicles arrangements.
- ❖ Complete knowledge of borders clearance documents, Invoice/Packing list/Tcn/Delivery note/Hs code & others government docs.
- ❖ Having complete knowledge of Dubai police, RTA i.e., Traffic fines/Bouncecheque/New & renew vehicles registrations, Sales etc.
- ❖ Complete knowledge of Mol & Immigration online services i.e., new visa, Renew, Cancellation, change status & change profession.

Phone: +971 52 4587387

Mail: intikhab.alam98@yahoo.com

Skype ID: intikhab.alam392

Address: Dubai, UAE

Visa Status: Employment Visa


COMPUTER & OTHERS SKILLS


- Expert and regular hands on MS Office applications, Peachtree, Tally ERP, Management Skills etc.
- Software Installations.
- Internet & fully expert in all online portal & website


INTERESTS


- Accounting & Finance
- Office Management
- Administration
- Transportation
- Logistics Coordinator
- Manufacturing Industries
- Customer Facilitation
- Oil & Gas
- Banking & Finance


LANGUAGES

English 

Urdu (Native) 

Arabic 

Pashto (Native) 

Hindi 

PERSONAL TRAITS

- Ability to rapidly learn new concepts
- Good problem-solving skill
- Capable of communicating technical concepts clearly
- Maintaining good relationship with others
- Cooperative and keen observer
- Ability to cop up with different situations
- Ability to work with team
- Commitment to the career

EDUCATION

2012-2014	<div></div>	Master of Science (MSc Accounting and Finance). University of Lahore (Islamabad Campus) Pakistan CGPA: 3.02
2010-2011	<div></div>	Bachelor of Commerce(B. Com) University of Peshawar, Pakistan SCORE: 86%
2008-2009	<div></div>	Diploma in Commerce (D. Com) Technical board of Peshawar, Pakistan SCORE: 85%

CERTIFICATIONS

- ❖ Peachtree. Peshawar Technical Board of KPK, Pakistan
- ❖ DIT (Diploma in Information & Technology (University of Peshawar)
- ❖ Tally ERP
- ❖ English Language (British Language Center Islamabad, Pakistan)
- ❖ Scout Patrol (Quid-e-Azam Technical Center Mardan, Pakistan)

PERSONAL PROFILE

Father Name	Muhammad Qaseem
Nationality	Pakistani
Religion	Islam, Muslim
Date of Birth	22/03/1991
Marital Status	Married
Sex	Male
Passport Number	CJ1758282
UAE Driving License No	4346139

DECLARATION

I hereby declare that all statements are true, complete and correct to the best of my knowledge and belief.

INTIKHAB ALAM