

PERSONAL INFORMATION

Javed Iqbal

📍 Al Quoz I, Dubai, UAE.

📞 +971-54-3870108

✉ shjaved1984@gmail.com



🌐 Visa Status: Visit | 🇵🇰 Nationality: Pakistani



PERSONAL SUMMARY

Dynamic and result-oriented professional with **over fifteen years'** experience in financial accounting, cash management, treasury functions and trade finance. An outstanding track record of checking a company's historical and projected financial data and making a positive contribution towards targets assigned.

CAREER SNAPSHOT

Finance Executive	2011-2023	NISHAT MILLS LIMITED
General Accountant	2007-2010	NISHAT MILLS LIMITED
Sales Executive	2005-2006	MCB Bank Limited

AREAS OF EXPERTISE

Treasury Management	Internal Audit	Accounting & Bookkeeping
Financial Reporting	Oracle	Deal in Banks Treasuries

PROFESSIONAL WORK EXPERIENCE

General Accountant (Nishat Mills Limited)



- Preparation of monthly Bank Reconciliation Statement, Account Receivable & Account Payable reconciliation.
- Preparation of monthly profit & loss statement & payroll statement.
- Preparing Tax Invoices.
- Record and maintain inventory in the system and reconcile at month end with physical stock.
- Responsible for issuing / receiving cheques for account payable / receivable.
- Manage petty cash and keep record for all expenses.
- Preparing documents for Bank Loan and keep record for all loan documents.
- Interacting with clients, bankers, suppliers, brokers and clearing agent.
- Prepare all supporting documents to file each Tax Return.

Finance Executive (Nishat Mills Limited)



- Evaluates the company's borrowing capacity and optimal use of debt to finance future growth, focusing on current and future leverage metrics and rating agency implications.

- Commission payments to export agents in worldwide to promote export.
- Advance payments to import garments, machinery Parts and raw material.
- Avail money market loans and short term loans from commercial banks.
- Assisting in ensuring the funds arrangement at lowest cost for payment to Cotton ginners.



Sales Executive (MCB Bank Limited)

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Attending trade exhibitions, conference, and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.

ACADEMIC QUALIFICATION

Preston University Lahore (Pakistan)

Master of Business Administration in Finance (MBA 2 Years)	2010-2012
--	-----------

University of the Punjab Lahore-Pakistan

Bachelor of Commerce (B.Com)	2002-2004
------------------------------	-----------

ADDITIONAL SKILLS

Interpersonal Skills:

Motivated and persistent, critical thinking, problem solving skill and Excellent research skills.

Technical Skills:

Experience of working in “**QuickBooks, Oracle**’ and MS Office(Excel & Word).

Interest:

Reading books & newspaper, attending events and session to learn new things.

Language:

English, Urdu and Punjabi.