

IBRAR ARSHAD

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Satwa Dubai, UAE



OBJECTIVES

To achieve a responsible position in a professional working environment and look forward to a dynamically growing and progressive organization

EXPERIENCE

SALES ACCOUNTS ASSISTANT (Aug 2024 – Now) **DgTx Tax Consultancy / United Arab Emirates, Dubai**



Responsibilities

- Account Management of Clients & Related Workings
- Negotiating With Clients
- Develop and Maintain Strong Customer Relations
- Analyzing Sales Data and Preparation Reports
- Explanation To Client Regarding VAT and Corporate Tax
- Preparation Of Different Internal Report
- Monthly Or Annual Targets Working
- Keep Up-To-Date with Industry Trends

SALES EXECUTIVE (June 2024 – Aug 2024)

Algorithm Global Marketing / United Arab Emirates, Dubai



Responsibilities

- As a Sales Executive at Algorithm Global Marketing in the United Arab Emirates, I am responsible for developing and maintaining relationships with clients, identifying new business opportunities, and meeting sales targets. I also collaborated with cross-functional teams to provide innovative solutions to clients and ensure their satisfaction
- Developed and maintained client relationships
- Identified new business opportunities
- Met sales targets consistently
- Collaborated with cross-functional teams for solutions

ACCOUNTANT (2019 - 2023)

Dahua CCTV System / Lahore – Pakistan



Responsibilities

- Reviews and verifies invoices and their accompanying payment requests to ensure compliance with policies and procedures for such elements as proper authorization, applicable matching purchase order
- Prepares invoice batches and inputs in the accounts payable module of the financial information system daily to ensure payments are processed in time for the weekly and monthly deadlines
- Prepare and post month-end accrual and prepaid entries
- Process transaction reports (aging, Payment, etc.) after invoice batches and inputs in the account payable module
- Creates supplier records in the financial information system, reconciles vendor statements, and researches and makes corrections for discrepancies
- Ensure the confidentiality and security of all financial files
- Preparation for all kinds of payment transactions i.e., LCs, cheque payments, cash payments, Bank & Electronic transfers
- Posting of JVs & other intercompany journal entries for cost allocations
- Bank reconciliation daily
- Handling of Main Cash. (Daily Cash Count)
- Reconciliation, issuance, and approvals of petty cash for all Projects of the company
- Keep records of all labor camp rental agreements & processing of payments as per the payment terms
- Processing of PDC and maintaining records of due date for payment

PERSONAL BANKING OFFICER (2023 – 2024)

Bank of Punjab / Lahore – Pakistan



Responsibilities

- As a Personal Banking Officer at the Bank of Punjab, I was responsible for providing personalized financial services to clients, including managing their accounts, loans, and investments. I built strong relationships with customers by understanding their financial needs and offering tailored solutions, resulting in increased customer satisfaction and retention
- Managed client accounts and transactions Advise customers on bank services for their needs (loans and credit cards)
- Manage customer bank accounts; open, close
- Resolve issues with banking services and account
- Provided personalized financial advice and solutions
- Built strong relationships with clients

SKILLS

Time Management, Numbers Crunching, Multitasking, Strong Conceptual Skills, MS Excel, MS Word, MS PowerPoint, Good Communication, Customer Service, Cash Handling, Banking Regulation, Credit Analysis, Sales & Marketing, Teamwork, Data Entry

EDUCATION

Bachelor of Commerce (Specialization in Banking Accounting, Commerce)

University of Punjab Pakistan, Lahore

LANGUAGES

English, Urdu/Hindi, Punjabi

AWARDS

EFU Banca Insurance