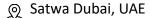
#### **IBRAR ARSHAD**

**\(\superset\)** +971-569248145

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#### **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)

# THE BANK OF PUNJAB Passion Reborn

### 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**