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**Ammar Memon** (Accounting and Finance Professional)  
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**Address: Hyderabad, Pakistan**

**Nationality: Pakistani**

**PROFESSIONAL SUMMARY:**

A passionate professional with 6 years’ experience of handling Corporate Customers.

Diversified experience in Outsourcing and Accounts. I offer my skills and experience in key areas of expertise

to deliver Customer satisfaction via relationship management and structured working methodology.

**SKILLS:**

* Advance Excel
* Zoho Software
* Knowledge of accounting software
* Excellent written and verbal communication skills in English and Urdu
* Analytical mind, Attentive to the details, Decision Making, and Strategic thinking
* MS Office and Google Sheets
* Wrike (Project Management Software)

**PROFESSIONAL WORK EXPERIENCE:**

**Organization: Basecamp Data Solutions, Pakistan.**

**Tenure: June 2016 to date.**

**Designation: Senior Account Analyst (Accounting Department)**

**Responsibilities:**

* Inventory Reconciliation and Ordering Inventory to different Vendors.
* Return Merchandise Authorize process (RMA)
* Updating Invoices and purchase orders (POs) in Retail IQ Matrix Software (RQ4)
* Inventory Count Reporting
* Prepare and examine accounting records, Key Performance Indicator (KPI) and other reports
* Maintain and strengthen a large portfolio of clients
* Managing ad-hoc submissions to the regulatory authorities
* Reduce average collections time by implementing effective and comprehensive strategy and systems
* Prioritize and oversee the work requests coming in from end-users and Business Partners to ensure that the highest level of service is being provided
* Handling of Inventory in Retail IQ Matrix Software (RQ4)
* Auditing Process and maintaining Records/Data

**Key Achievements:**

Prepared a series of reports used in key decision making by senior executives. Reduced processing time by 25%, thereby, helping management to make important decisions faster.

**Organization: PAKISTAN FISHERFOLK FORUM.**

**Tenure: Feb 2012 to January 2013**

**Designation: Finance Assistant**

**Responsibilities:**

* Handling Petty Cash and Preparation of Daily Cash and Bank Transaction
* Preparing bank reconciliation on daily and Monthly Expenses
* Event Management
* Preparing of Computerized Payroll
* Preparing Monthly and Annual Budgets
* Taking requirements from clients and reporting to Senior Managers and Directors

**Key Achievements:**

Handling people from different walks of life

**INTERNSHIP PROGRAM:**

**Organization:** **PAKISTAN STATE OIL (PSO)**

**Tenure:**  **June 2011 – July 2011**

**Department: Finance (Product Accounts)**

**Responsibilities:**

* Prepared stock valuation report to estimate the stock gains/losses to evaluate net profit/loss.
* Applying Marketing Techniques
* Price Setup in PSO Software
* Inventory Reconciliation
* Purchasing
* Process Cycle of PSO oil refining and Supply
* Auditing

**Organization:** **ALLIED BANK LIMITED (ABL)**

**Tenure:**  **June 2010 – July 2010**

**Department:** **Cash and Operations**

**Responsibilities:**

* Worked in Foreign Exchange Area.
* Transfer Book
* Internet Branch Transaction
* Clearance of Cheques
* Posting and Transfer
* Supervision of Accounts

**ACADEMIC EDUCATION:**

**YEAR**

**Master’s in Business Administration (MBA)** University of Sindh, Pakistan. 2014

**Bachelor’s in Business Administration (BBA)** University of Sindh, Pakistan. 2011

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Have a good level command over English and Urdu Languages.
* Strong organizational, managerial, problem solving interpersonal and negotiation skills.
* Confidently able to work independently or with minimum supervision.
* A leader and a team player, go-to man when it comes to challenges.

**PERSONAL INFORMATION:**

**Religion**  : Islam

**Marital Status :** Single

**Date of Birth** : 31stJanuary 1990

**Languages** : Urdu (Native), English and Sindhi.