

FAHAD TARIQ

BUSINESS DEVELOPMENT
IT - FINANCE & ACCOUNTS
EXECUTIVE

EDUCATION

MASTERS OF ACCOUNTS & FINANCE
2015 - 2018 | Virtual University of Pakistan

BACHELORS OF COMMERCE
2011-2014 | University of Karachi

WES INTERNATIONAL
ACADEMIC QUALIFICATIONS

CONTACT

✉ fahadt78@gmail.com

📞 [0092 333 3922599](tel:00923333922599)

📧 [fahad.tariq.91](https://www.linkedin.com/in/fahadtariq91)

🌐 <https://www.linkedin.com/in/fahadt786/>

📍 58/1, 17th Lane, DHA - Phase 7
Karachi, Pakistan

ABOUT ME

Fahad's Persona:

Friendly, organized, proactive, and adaptable to dynamic conditions. A smart and talented professional with a supportive attitude. Team Leader, proven history of efficiency, accuracy, and detail-oriented work. Keen to learn new skills. Always looking to bring further success to an organization by observing deadlines, working as part of a team, and promoting great service to employees and customers.

Business & Operations:

Organized professional bringing diverse experience in client solutions, business development, lead generation, operations & management, along with project coordination. Well-versed in making effective communication and relationship building. Proven history of successfully engaging with clients and business audiences. Technologically adept with a passion for innovation and creative business solutions.

Accounts & Finance:

Highly motivated individual with demonstrated success and result-driven Finance Executive. Knowledgeable about regulatory requirements and successful strategies for maintaining optimal controls in an FMCG and Automotive Industry. Diligent finance professional with a background assisting with budgets and reconciliations for different departments.

Information Technology:

Enthusiastic and driven Systems Engineer with a proven track record of administration, understanding, and translating technical requirements to improve system accuracy and reliability. Expert in large-scale data management within distributed environments. Certified in different skills.

SKILLS

Accounting Principles	Prospecting	Microsoft Office
Accounts Management	Outbound	Oracle 11g
Budget Planning	Marketing Inbound	IT infrastructure
Book Keeping	Marketing	Help Desk systems
Cash Flow	Cold Outreach	Inventory
Management	Lead Generation	Management
Financial Planning	Automation	Google My Business
Financial Statements	Client retention	Server Administration
Financial Analysis	Client Acquisition	ERP modules-
Financial Reporting	Negotiation	Implementation
Spreadsheets	B2B, B2C, C2C	Stock Take
Financial ERPs	Sales	Networking

**Jan 2021 -
Present**

BUSINESS DEVELOPMENT MANAGER

Denovers LLC, California based Product Designing & Frontend Engineering Services, Karachi, Pakistan

- Build contacts with potential clients to create new business opportunities.
- Planning and overseeing new marketing initiatives.
- Contacting potential clients to establish new connections and introduce service on demo calls.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Prospecting Clients on LinkedIn.
- Update Database on Hubspot CRM, Spreadsheets
- Sending Cold Emails & using different automation tools for the respective task
- High attention to detail and a focus on fact-based decision making.

**Jun 2020 -
Jan 2021**

BUSINESS DEVELOPMENT MANAGER

Alphasoft Systems Inc. Chicago based IT outsourcing firm, Karachi, Pakistan

- Researching organizations and individuals to find new opportunities.
- Planning and overseeing new marketing initiatives.
- Contacting potential clients to establish rapport and arrange meetings. Developing quotes and proposals for clients.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Recruitment of IT Developers/Programmers
- Collaborated with company departments to develop new strategies to capitalize on emerging customer and market trends.
- Developing goals for business growth and ensuring they are met.
- Training personnel and helping team members develop their skills.
- Established relationships with key decision-makers within customer organizations to promote growth and retention.

**Jan 2014 -
Jan 2020**

BUSINESS MANAGER (PART-TIME)

Dhary National General Trading & Contracting Company, Kuwait

- Shoulder the responsibility for handling and managing all business transactions, contracts, invoicing, proposals, delivery, mailing, B2B, B2C, after-sales, warranty, and repairs operations.
- Managed day-to-day business operations, including accounting, finance, HR, marketing, and public relations.
- Identify requirements of potential customers and liaising with them to create deals for products and deliver items related to the reseller.
- Steer efforts of employees to assure adherence to quality standards, deadlines, and proper procedures.
- Capitalized on industry and marketplace trends to enhance sales solutions and approaches.
- Spearheaded business operations by consistently seeking methods to improve profitability through cost containment, efficiency improvements, and revenue generation.
- Identified market product demands and customer trends to bring in new customers and retain existing ones for sustainable profits.
- Built and deepened relationships with internal and external personnel to enhance client retention and growth plans.
- Evaluated suppliers by assessing quality, timeliness, and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency.

**May 2018 -
Jan 2020**

SYSTEMS ENGINEER

United Gulf Exchange Company, Financial Services, Kuwait

- Supervise IT department for head office and six other branches, while creating the complete infrastructure of head office from scratch and respective branches.
- Designing and Implementation of company security structure such as cameras, help desk, and inventory management system, and access control, such as fingerprints, doors access, and time & attendance and queue management systems.
- Establish antivirus, firewalls, print servers, domain server, active directory, backups, installations, windows, and software configurations.
- Design business details of the company and listing them in Google My Business to update customers about services, locations, and timings.
- Centralized facilitating all employees in different branches of the company from head office.
- Led market research to deliver excellent products for hardware and implement systems with minimal cost.
- Optimized business processes, resulting in an annual reduction in labor costs.
- Installed, configured, tested, and maintained operating systems, application software, and system management tools.
- Worked closely with customers, internal staff and other stakeholders to determine planning, implementation, and integration of system-oriented projects.
- Provided day-to-day support to system users, educating employees on troubleshooting and problem-solving protocols.

**Jun 2016 -
Apr 2018**

IT FIRST LINE SUPPORT / SYSTEMS ADMINISTRATOR

Al Safat Fresh Dairy Company, FMCG, Kuwait

- Played a key role as a System Administrator and shoulder the responsibility for designing workstations, servers, printers, cameras, and backups, and managing storage and domain administration for users and computers.
- Accountable for PBX configurations, payroll setup, research & development, SQL databases query & fixing errors, help desk system (Spiceworks) development, and full inventory management of every IT asset.
- Delivered excellent-first rate support to the salesmen and other members in identifying and resolving handheld devices, windows, or other IT products.
- Created full access control system for a covered area of management building and factory premises.
- Facilitated employees in using ERP System, producing production transactions, modifying roles and access.
- Installed, configured, tested, and maintained operating systems, application software, and system management tools.
- Participated in all phases of system development life cycle, from requirements analysis through system implementation.
- Expertly worked with the manager to handle all tasks of IT Section of the company of around 450-500 employees.

**Nov 2014 -
Mar 2016**

ACCOUNTANT

Al Mulla Group, Mitsubishi Motors, Automotive Industry, Kuwait

- Strengthened financial management processes to bring errors to near-zero in reporting and general bookkeeping.
- Collected and arranged financial information in financial management system.
- Maintained up-to-date knowledge on permits, certificates, and documents mandatory for concerned departments.
- Processed POS transactions, including checks, cash, and credit purchases or refunds.
- Completed daily cash functions like account tracking, budgeting, and all types of cash and banking reconciliations.
- Reviewed and resolved differences between accounting information and cash drawer.
- Prepared and submitted end-of-shift reports using Oracle 11g.
- Assisted with preparation of monthly financial statements.

**Mar 2014 -
Sep 2014**

JUNIOR ACCOUNTANT

Al Safat Fresh Dairy Company, FMCG, Kuwait

- Compiled general ledger entries with 100% accuracy.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Managed complex finance projects under the direction of senior management to meet deadlines and budget limitations.
- Accurately documented all cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Reconciled month-end totals for timely and accurate reporting of financial information.
- Submitted weekly cash flow report that showed inflows, outflows, and projections to the controller.
- Evaluated and improved the accuracy and completeness of financial records to boost regulatory compliance.
- Interacted with all necessary partners including vendors, upper management and peers.
- Assisted with preparation of monthly financial statements.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and ledgers.

CERTIFICATIONS - EXTRAS

- IELTS Over all Band score 7
- Virtual Selling for Sales Professionals, LinkedIn
- Microsoft Office, Academy of Business Computers
- Programming in C# Jump Start, Microsoft Virtual Academy
- Windows 8 for IT Pros Jump Start, Microsoft Virtual Academy
- Build Web Apps with ASP.NET Jump Start, Microsoft Virtual Academy
- Microsoft Licensing Fundamentals, Microsoft Virtual Academy
- Developing Windows Store Apps using C# Essentials, Microsoft Virtual Academy
- Windows Server 2012 Jump Start, Microsoft Virtual Academy
- Windows 8 UX Design Jump Start, Microsoft Virtual Academy
- Build Apps for both Windows 8, Microsoft Virtual Academy
- Build Apps for Windows Phone 8, Jump Start, Microsoft Virtual Academy