

UZAIR ALI KHAN

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EXPERIENCE

FEBRUARY 2022 – PRESENT

OG-II (FINANCIAL REPORTING), BANK AL HABIB PRIVATE LIMITED

RESPONSIBLE IN MANAGING SUSPENSE DEBIT CREDIT, ACCOUNT RECEIVABLE AND PAYABLE

OCTOBER 2021 – FEBRUARY 2022

TEAM LEAD (MEDICAL BILLING), APPEDOLOGY PRIVATE LIMITED

- Manage a team of 5 persons that perform functions of all the records relating to accounts, payment clearance, check postings, and reporting
- Reporting upper management about the task, backlog, and KPIs.
- Manage smooth working operations and deadlines among my teams
- Create an environment oriented to trust, open communication, creative thinking among the team members

NOVEMBER 2020 – OCTOBER 2020

OPERATIONS SUPPORT EXECUTIVE, APPEDOLOGY PRIVATE LIMITED

- Reviews second billing
- Posting checks
- Making of bills

JANUARY 2020 – OCTOBER 2020

FINANCE INTERN, KARACHI POST TRUST

- Filing pension cases of ex Port employees
- Taxes of employees
- Worked with MIS department
- Freight clearing and forwarding
- Worked with Finance department as their billing clerk

MARCH 2018 – JANUARY 2020

FINANCE INTERN, ESTEEM INC

- Sales and Finance responsibilities at Esteem
- Collection and management of money-related activities from clients
- Sales operations
- Future events financing and sponsorships.

EDUCATION

JANUARY 2022

BACHELOR'S IN BUSINESS ADMINISTRATION, KARACHI UNIVERSITY BUSINESS SCHOOL.

- BBA in majors of Finance, Project management, Banking operations, and Statistical inference.
- CGPA of 3.2
- During my bachelor's, I have been part of the Students Council, managed different Curricular and extra circular activities.
- Done research project and thesis.
- Helped professors in their thesis and research projects.

JANUARY 2018

INTERMEDIATE IN COMMERCE, FORMEN'S COLLEGE

- Graduate 12th first division in commerce.
- Accounts, Business Mathematics, and Economics were the majors

COURSES AND CERTIFICATIONS

PEACHTREE, QUICK BOOKS, SAP, ORACLE.

CRYPTOCURRENCY AND STOCK TRADING, EXTREME COMMERCE PAKISTAN.

ATRIFICIAL INTELLIGENCE, PIAIC.

COMPUTERIZED ACCOUNTING, ESTEEM.

MICROSOFT MS OFFICE, Esteem

SKILLS

- | | |
|---------|------------|
| • Excel | • Oracle |
| • SAP | • SPSS |
| | • Accounts |

ACTIVITIES

As a part of my bachelor's life, I was a part of the student's council, organized different events for educational purposes. Part of my university's cricket team. Worked with Deans and professors on different research and thesis project. In my professional life, I worked on different projects for my company, been to job fairs, and was a part of different cultural events.