




SYED MUHAMMAD  
NABEEL ALAM  
S/O S.M MANZAR ALAM





## Personal Information


 Flat # B-9, Nazish Heaven, Block 11,  
Gulshan-e-Iqbal, Karachi, Pakistan.

 92335-8237607

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 CNIC 42101-3167344-3

 14-Nov-1990

 Pakistani

## Skills

Team Management	● ● ● ● ●
Interpersonal	● ● ● ● ●
communication Cross	● ● ● ● ●
Functional Team	● ● ● ● ●
Motivational-Willing to	● ● ● ● ●
Learn	
Ms – Excel	● ● ● ● ●
Power BI	● ● ● ● ●
Pivot Table	● ● ● ● ●
Power Query	● ● ● ● ●
Power Pivot	● ● ● ● ●
Dax	● ● ● ● ●
Dash Board	● ● ● ● ●
Ms- SQL	● ● ● ● ●

## DATA ANALYST PROFESSIONAL

I was a aspiring In Finance who accidently became a data analyst. This accident has introduced me to the exciting world of data analytics and i never looked back ever since.  
Data Analysis and Financial Analysis Tools:

## ACHIEVEMENTS

- Attended in house training of Microsoft Excel.
- Attended Colors of Collaboration Training held at ACCA learning center.
- Attended online certification of Google analytics for beginners at Google Analytics academy.
- Diploma in Microsoft Advance Excel in process
- Certification in Business Intelligence from Frontier Institute of Technology in Process

## PROFESSIONAL EXPERIENCE

### Reconciliation Officer

Decagon E-Retail – Karachi, Pakistan

Feb 2022 – Till Date

#### RESPONSIBILITIES:

- Prepare Weekly report of all delivery merchants.
- Prepare weekly report of all subscription (**Jazz Cash, Telenor, Ufone**
- **Easy Paisa, NBP, Telenor and Jazz World**)
- Prepare Dashboard for all subscription and Delivery sales Dash Board
- Customer Analytics report on weekly basis and prepare it to Dash Board.
- Record all payments received from merchants.
- Maintain data of all merchants of Pakistan.
- Maintain all necessary documents and invoices.

### Reconciliation Officer

K-Electric (Prime H.R) – Karachi, Pakistan

Nov 2021- Jan 2022

#### RESPONSIBILITIES:

- K-electric maintaining 02 types of specific customer accounts namely as **250** is **green** accounts customer and **495** is **yellow** account customer.
- Maintain all banking transaction and record properly in MIS.
- Reconciliation of accounts (250 and 495) with bank statement.
- Working on banking commission and maintain commission record properly.
- Maintaining of all daily received billing collection of consumer accounts and posted in to MIS and reconcile it to weekly basis.
- Prepare dashboard on excel of 250 and 495 specific accounts and commission.
- Share all reports to treasury head and line manager on daily basis – weekly basis, fortnightly and Monthly basis respectively.
- Meeting with banking representative when necessary.
- Maintain all documents of trustee, signatories, stock and shares documents.
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**Osaka Lighting – Karachi, Pakistan**

**RESPONSIBILITIES:**

- Analysis of credit reports to assess credit risk and make necessary recommendations to the management.
- Provided weekly recovery targets set by higher management
- Share weekly report of all clients of Pakistan with director.
- Prepare monthly sales report for Senior management.
- Prepare BI monthly sales dash board.
- Prepare Cash Flow report for senior management against all clients.
- Manages aging and provide detailed analysis report to Director on Monthly basis
- Necessary meeting to customer with customer (Including Govt. and private sector )
- Travelling out of town if needed.
- Maintain all tender documents, Tax challan documents and necessary documents,

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**Assistant Finance Executive**

**Sep 2016 – APR 2019**

**Ascend Development – Karachi, Pakistan**

**RESPONSIBILITIES:**

- Checking & Payment to all Creditors.
- Payment of Employees Full & final Settlement,
- Receiving of Invoices,
- Posting of JVs & PVs,
- Preparation of challan,
- Update Creditor status,
- Receiving & checking of creditor bills,
- Recording of BDBs, JVs, PVs & RVs,
- Reconciliation of Bank Statements,
- Update Provident Fund Statements,
- Checking Pay slips of all employees,
- Recording JVs of markup & L/C retirement,
- Payment against W/H Tax salaries & prepare Income Tax Challan,
- Payment of monthly expenses to all Executives.

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**ACADEMIC CAREER**

**MASTER IN ECONOMICS & FINANCE**

UOK– Karachi, Pakistan

B.Com – Bachelor of Commerce

University of Karachi– Karachi, Pakistan

CAT

ACCA-UK

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**REFERENCES**

Mr. Muhammad Imran Ahmed Siddiqui  
Finance Manager  
0300-2235155

Mr. Ovais Tariq  
Compensation & Benefit Manager  
03018265320