**Name   
Aiza Khan**

**E-mail   
aiza.khan\_ibexfppk.ext@foodpanda.com   
  
Contact  
+92 3156143029**

**Analysis & Reporting Accounting Professional**

I am skilled, in Analyzing, Finance & Data Managing, and Reporting maintaining floor decorum. Well aware of all aspects of operations including, compilation, verifications, analysis, interpretation and dissemination of crucial thinking. And preparing Managing agents statements, controlling internal & external audit.

* Involved in Financial Management including audit, Accounts etc.
* Made RTM’s and MYT’s Hourly Productivity’s.
* Coordinating with Clients On board With Program.
* Ability in delivering the work process with quality and on time.
* Ability to interact and communicating effectively with people.
* Ability to perform under pressure and work strain.
* Ability to work as a team leader, independently and as a part of team.

* Financial Management
* Internal & External Audit
* Accounts Receivable/Payable
* Reporting & Analyzing
* Controlling Decorum
* Quick learner
* Strong Communication
* Team management

**Expertise In**  **Professional Highlights & Abilities**

**Extra Curriculum**

* C.I.T (Certificate in Information Technology).
* Data management Coordinator.
* Advance MS Office.
* Adobe Photoshop.
* Emailing

**Qualifications**

* **I.Com**

**Pakistan**

* **B.com  
  Federal Urdu University**
* **Intermediate In Science**

**Teaching**

Bright Vision Grammar School

**Key Areas of Work**

* Oversee the student activates, reporting activities reporting to the management and HOD’s.
* Ensured properly administered and monitored guidance about the student’s schedules and classes.
* Responsible for preparing examination papers.
* Managing receipts and payments fee structures on daily basis.
* Accountable for financial matters in record accordingly with fee collection.

**Customer Executive**

Ibex. Trg Global

* G
* Maintained record of Agents.
* Managed Records with clients and dealings accordingly.
* Maintained Floor Decorum, Computers for agents.
* Maintained and analyzed aging reports for outstanding follow up for the Supervisors and HOD’s.
* Supervised day to day closing for daily reporting.
* Supervising hourly productivity, client based RTMs and MYTs.
* Maintained daily huddles and daily basics SOP’s refreshers.

**Personal Information**

St. Paul’s Parish School **–** Pakistan

* Data analysist and audit reports, BI-Audits “PID”(Progress improvement department)
* Languages: English , Urdu
* Hobbies : Book Reading, Puzzle solving, Critical thinking
* Nationality: Pakistani
* Date of Birth: 27-Nov-2001
* Religion: Islam
* Address: Karachi, Pakistan