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| **SANJAY RAJ** |  | | |
| **Email**: [sanjayrajmotwani@gmail.com](mailto:sanjayrajmotwani@gmail.com)**| Mobile:** 0345-2579990; 0333-2294955  **Address:** Flat No. 513 Rio Center Near Atrium Mall, Saddar Karachi  **Expertise:** Able to develop a plan and execute that plan effectively. Have a focused operational mindset coupled with a strong commercial instinct. | | | |
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| **EDUCATION** | | |
| * **Master of Business Administration (MBA) – Finance**   SZABIST, Karachi | | 2017 – 2019 |
| * **Master’s in Arts**   Shah Abdul Latif University, Larkana | | 2015 – 2017 |
| * **Bachelor of Commerce**   Shah Abdul Latif University, Larkana | | 2012 – 2014 |
| **PROFESSIONAL EXPERIENCE**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **BABU Brothers & Company – January 2020 to June 2021**  Accounts Officer   |  |  | | --- | --- | | ***Job Description*** | * Responsible for preparing accounts and financial reports. * Conduct variance analysis on monthly basis. * Manage petty cash transactions and general expenses. * Coordinate with clients & vendors for payments. * Assist accounting department in various functions. * Work closely with the auditor by assembling and providing all necessary financial documents. |   **UK Law Associates – July 2018 to December 2019**  Accounts Assistant   |  |  | | --- | --- | | ***Job Description*** | * Recording and filing cash transactions. * Create regulatory reports for internal auditors * Invoice processing and filing. * Updating and maintaining procedural documentation. * Conduct monthly bank reconciliation. * To maintain database and ledgers. | | | **Sindh Bank Limited – February 2018 to March 2018**  Internee   |  |  | | --- | --- | | ***Job Description*** | * Assist seniors in account opening processes. * Manage vouchers and reconcile with petty cash at day end. * Maintain customers’ records of cheques books. * Resolve customers’ queries of bank balance. | | | | |
| **RELEVANT COURSES – MBA Finance** | | | |
| |  |  | | --- | --- | | * Cost Accounting | * Financial Management policy | | * Financial Management Institution |  | | * Taxation |  | | | | |

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| **SKILLS** |
| * Good command over Microsoft Office applications. * Self-motivated, punctual and disciplined. * Ability to work in cross functional teams and take ownership of assigned projects. * Ability to speak multiple languages including English, Urdu and Sindhi. |