

## CONTACT

03055115324

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Near Civil Court Jatoi Muhallah  
Gharo Taluka Mirpur Sakro  
District Thatta

## PROFILE DATA

- Father's Name : Abdul Aziz Jatoi
- CNIC No: 41406-3918629-7
- DOB: 02-April-1993
- Marital Status: Married
- Domicile: Thatta

## EDUCATION

- M. A Economics from Sindh University Jamshoro
- B.Com From Sindh University Jamshoro
- Intermediate From BISE Hyderabad
- Matriculation from BISE Hyderabad

## COURSE

- CIT 6 Month From ALC Gharo
- HSK Level 2 Chinese Language From Pak & China Friendship Center Gharo

## KEY SKILLS:

- Data Management and Entry
- Accounting and Bookkeeping
- Financial Reporting
- Software Proficiency
- Attention to Detail
- Analytical Skills
- Confidentiality
- Time Management
- Communication
- Problem Solving
- Regulatory Compliance
- Customer Service

## KEY ACHIEVEMENT

- Awarded for completing all tasks on time with a performance bonus.

## REFERENCES

- Available upon request

# IMRAN AZIZ

## PROFESSIONAL SUMMARY

Highly organized and detail-oriented Data Entry Specialist and Accountant with over 10 years of experience in financial record-keeping, data management, and accounting. Proficient in managing large datasets, ensuring accuracy and integrity of financial information, and utilizing advanced software tools such as Excel, QuickBooks, and ERP systems. Demonstrates exceptional analytical skills, problem-solving abilities, and a commitment to maintaining confidentiality. Adept at multitasking, meeting deadlines, and providing top-notch support in fast-paced environments. Looking to leverage my expertise to contribute to the efficiency and accuracy of financial operations at a forward-thinking organization

## PROFESSIONAL EXPERIENCE:

### Admin Assistant In The Citizens Foundation 2014--2019

- Managed all aspects of the accounting function including general ledger, accounts payable, accounts receivable, payroll, and bank reconciliations.
- Prepared monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
- Conducted detailed variance analysis to identify discrepancies and ensure accurate financial reporting.
- Led the annual budgeting process, working closely with department heads to create comprehensive and realistic budgets.
- Implemented a new ERP system that improved financial reporting

### Shine Humanity Pakistan-Gharib Son's Hospital 2019--2023

#### Computer Operator

- Managing and operating computer systems and related equipment.
- Ensuring the security and efficient functioning of computer hardware and software.
- Performing regular backups and data recovery operations.
- Troubleshooting system issues and providing technical support to staff

#### Pharmacist Assistant

- Assisting the pharmacist in preparing and dispensing medications.
- Managing inventory and ensuring the availability of essential medicines.
- Maintaining patient records and processing prescriptions accurately.
- Providing customer service by addressing patient inquiries and concerns.

#### Admin Accountant

- Maintaining financial records, including accounts payable and receivable.
- Preparing and analyzing financial statements and reports.
- Assisting in budgeting and financial planning processes.
- Ensuring compliance with financial regulations and company policies.

### Junior Executive in NADRA NRC Thatta (Contract) 2023- TO PERSENT

- Data Input and Management: Entered and updated citizen information in the national database with precision, ensuring data accuracy and integrity.
- Verification and Validation: Conducted thorough verification of data entries against official documents to maintain high standards of data quality.
- Customer Interaction: Assisted citizens with the registration process, resolving inquiries and providing guidance on required documentation.
- Document Scanning and Indexing: Scanned and indexed documents for electronic filing, ensuring easy retrieval and secure storage of records