

Ehab Butt

MBA Finance

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SUMMARY

An enterprising professional with extensive experience in creating and overseeing high-performance teams within the Finance & Accounts domain, especially Accounts Receivable, Accounts Payable, Inventory & Cash Flow Management. I intend to work in an organization of National and International repute where I can utilize my knowledge, experience & skills in return for a challenging career role.

EXPERIENCE

Accounts Assistant

Metal Fasteners Manufacturer Co. Ltd.

Dammam, Saudi Arabia

03/2016 to 08/2024

Major Responsibilities:

- Accounts Receivable
- Accounts Payable
- Receipt & Payment Vouchers
- Follow customers to prepare payment within the credit period.
- Assigning Credit Terms to customers
- Reconciliation of receivables to avoid any deduction by customers.
- Journal Entries
- Prepare Bank Reconciliation Statement.

Data Entry Operator

Higher Education Commission

Islamabad, Pakistan

03/2012 to 02/2016

Major Responsibilities:

- Prepared accounts and payments of 300 scholars on quarterly and yearly basis.
- Reconcile payments of 300 payments (1.5 million/scholar).
- Maintained and updated the electronic database of scholars on daily basis.
- Executed disciplinary actions for breach of contract/ any violation as per laid down SOP's in order to maintain Quality Assurance Criteria of HEC.
- Prepared monthly/ quarterly/ annual Reports.
- Monitored progress of 300 PhD scholars studied at different universities through documentary and physical verification during university visits.

QUALIFICATION

Master of Business Administration - Finance

2012 to 2016

Federal Urdu University of Arts, Science and Technology (FUUAST),

Islamabad, Pakistan

Bachelor Of Commerce

2009 to 2011

Federal Govt. Post Graduate Commerce College,

Islamabad, Pakistan

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MAJOR COMPENTENCIES

Accounts Receivable Accounts Payable Cash Flow Management
Aging Reports Customer Performance Reports Payment Management

COMPUTER SKILLS LANGUAGE

MS Office	Advance	English	Professional
MS Windows	Advance	Urdu	Native
Quick Books	Beginner		
Computer Networking	Expert		

REFERENCE

Will be provided on demand.