



CONTACT:

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VISA STAUS:

Qatar Employment Visa with Transferable

PERSONAL DETAILS:

- Date of Birth: 03/04/1998
- Nationality : Nepali
- Languages : English, Hindi, Urdu, Nepali
- Passport : 1232249, Nepal

BASIC ACADEMIC CREDENTIALS

<u>Qualification</u>	<u>Completed Year</u>
Bachelor in Business Administration	2022
Intermediate in Management	2017
High School	2015

MD PARWEZ AAZAM

Administration, Finance and Accounting

CAREEE OBJECTIVE

- To contribute and provide highly professional services in Finance/ Accounting/ Administrative/ Management in a challenging work environment.
- To contribute to the organization success aligning with organization strategy, aims and objectives by implementing my knowledge/ skills and through consistent and continuous self-development.

PROFILE SUMMARY

Detail oriented and organized Administrative and Finance Professional with over 5 years of experience in managing accounting operations, financial reporting and office administration. Proficient in Budgeting, Bookkeeping, Payroll and Reconciliation with a solid understanding of financial regulations and best practices.

WORK EXPERIENCE (5+ YEARS)

1. Company : Nobel Medial College and Teaching Hospital
Designation: Administrative cum Finance Assistant
Period : July 2022 to Nov 2024
2. Company : Heaven Education and Welfare Society Nepal
Designation: Accountant
Period : July 2018 to May 2021

KEY RESPONSIBILITIES HANDLED

- Manage and oversee day to day activities of finance and coordinating with management.

IT PROFICIENCY

- Microsoft Office
- Microsoft outlook
- Internet browsing, email
- Tally 9 ERP
- Midas (like ERP)
- System administration, windows installation.

TRAINING AND PARTICIPATION

- Completed internship at Pabhu Bank Limited, Nepal

INTERPERSONAL SKILLS

- Confident and determined.
- Ability to cope up with different situations.
- Motivated self-starter with an aptitude for learning new skill quickly.
- Ability to rapidly build relationship and trust.

- Independently handle and manage the financial activities of the organization.
- Oversees office operations, field visits, management of correspondence.
- Responsible of analyzing financial data.
- preparing of financial statement and ensuring compliance with accounting regulations.
- Ensure timely Vendors/Suppliers payment.
- Purchase and manage of goods.
- Manage and coordinate internal and external communication including handling calls and emails.
- Plan, direct coordinate, organize and prioritize task in order to meet deadlines.
- Attend and participate in group meeting.
- Handle and maintain the employees files
- Arrangement of organizational events and function.
- Handle the departmental assets.
- Handle the 'Bipanna Nagrik' government portal.
- Manage all types of financial activities of the organization.
- Maintaining biometric attendance data, payroll records and processing payroll.
- Coordination and follow up with vendors as required.
- Coordinating with departmental heads to determine the number of employees needed per shift and accordingly scheduling and assigning employees.