

Amjad Aijaz

Email: amjad.ajiaz@hotmail.com

Contact No: +92-334-9864336

D.O.B: January 4, 1989

LinkedIn: <http://linkd.in/1jxSed9>

Skype: amjad.ajiaz



Why **Amjad**?

- ❖ An approachable, self-motivated and result-oriented individual with utmost professionalism and integrity, bringing the stability, fresh eyes, a clear perspective on business process
- ❖ Dynamic and creative in thinking of alternatives for handling various challenges facing the company and the willingness to roll up the sleeves and get in the trenches
- ❖ Well-organized and highly efficient in a multi-tasking environment. Ability to plan, organize and supervise the projects

AREAS OF STRENGTHS AND SKILLS

- ❖ MS Word
- ❖ MS Powerpoint
- ❖ MS Excel
- ❖ Planning skills
- ❖ Detail oriented
- ❖ Communication skills

PROFESSIONAL EXPERIENCE

Sui Southern Gas Company Limited

Working as "**Secretary to Chief Financial Officer**", March 2011 – Present

I am currently working as Secretary to the highest office in SSGC Finance Department. Considering the size of the Company and numbers of varied stakeholders, not only and I am well versed with all kinds of office documents correspondence, I am also a experienced multitasker in secretarial matter besides being a determined team leader. The major responsibilities include:

- ❖ Ensuring all documentation received in the CFO Office is organized, prioritised and filed immediately for submission to CFO.
- ❖ Filtration of all emails to identify urgent matters requiring CFO attention.
- ❖ Preparing daily and monthly task and meeting schedules as per CFO instructions.
- ❖ Scheduling meeting with different stakeholders as per schedule.
- ❖ Drafting and responding letters, memos and emails inline with instruction for or behalf of the CFO.
- ❖ Preparing Day End Report (DER) concluding the days actions, resolutions and planned follow-ups for the CFO office.
- ❖ Coordinating with finance sections, external auditors, Government Auditors, internal auditors during the audit process and special assignments and providing all required information to resolve all their queries.

Sui Southern Gas Company Limited

Worked as "**Intern**", August 2010 – January 2011

Responsibilities:

- ❖ Worked in various sections of Finance Department including General Ledger, Fixed Asset, Cost & Budget, and Gas Distribution System (GDS)
- ❖ Recognized by management for the ability to learn quickly and master the systems

ACADEMICS

Institute of Cost and Management Accountant of Pakistan – Karachi, Pakistan, (2014– in progress)
Certified Management Accountant

Newports Institute of Communications & Economics – Karachi, Pakistan, (2011–2012)
Masters in Business Administration (Finance)

Sindh Board of Technical Education – Karachi, Pakistan, (2007)
Diploma in Information Technology.