# **Amjad Aijaz**

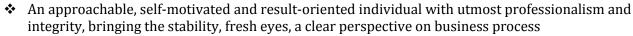
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D.O.B: January 4, 1989

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## Why **Amjad**?



- 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

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**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.

