

# ANUM ASLAM

Senior Executive Officer Operations  
and Registrar



+923340035710



[Anum.decent@yahoo.com](mailto:Anum.decent@yahoo.com)



<https://www.linkedin.com/in/anum-aslam-921704134/>

## EDUCATION

**MAY 2018-2019**

**Karachi Institute of Economics &  
Technology (PAF KIET)**

Master of Business Administration in  
Supply Chain Management (CGPA  
3.45/4.0)

**DECEMBER 2012-2015**

**Karachi Institute of Economics &  
Technology (PAF KIET)**

Bachelor of Business Administration in  
Finance (CGPA 3.24/4.0)

## CAREER OBJECTIVE

Supply Chain Professional seeking to secure a position in an organization that offers challenges and opportunities for career development and at the same time serve the organization to the best of capabilities. I believe to work in a team, learn from mistakes and design solutions for them.

## PROFESSIONAL EXPERIENCE

**Designation:** Senior Executive Officer Operations & Registrar

**Company:**  Alfalah GHP Investment Management Limited (AGIML)  
Karachi, Pakistan

**Duration:** 22-January-2020 to 28-May-2021

### Key Responsibilities

- Checking the transactions redemption, conversion & investments on daily basis.
- Checking & verification of bank details provided by the investors during any transaction.
- Weekly reporting on active taxpayer list provided by Federal Board of Revenue.
- Induction of Net Asset Value in core application on daily basis before the DTS.
- Processing of transactions & fetching the statements.
- Induction & posting of all transactions on trustee system too for the final execution of reported transactions.
- Daily reporting of RTGS, IBFT & Instruments collection.
- Induction of VPS Withdrawals on terminal of trustee.
- Process of reversal & refunds if requested from the investor.
- Update the bank statements on daily basis.
- Data entry checking of investments.
- Maintain all the investments portfolio on daily basis.
- After the execution of investment transaction, payment verification & clearance process had been done according to bank statements.
- Day end activities such as Finalization of Fund Reports, Fund process, daily transaction activity details, CRM Data reported on daily basis.
- Working for AML/NACTA Data from SECP Data.
- Working on capital Tax Gain Payments on monthly basis.
- Drafting of Bank Alfalah In-Out transactions to check the performance of funds on month wise.

## RELEVANT SKILLS

- CRM Systems and Processes
- Team Working and Coordination
- Inventory Management
- Documentation Skills
- Computer Skills including MS Office
- Patience and Negotiation
- Positive Attitude & People Oriented
- Self and Team Management
- Planning and Decision Making
- Ownership and Result Oriented
- Excellent Communication and Presentation Skills
- Multi-Tasking, Prioritize and Manage Time Effectively

## REFERENCES

References will be furnished on demand.

Designation: Customer Care Representative

Company:  Karachi Electric Pvt Ltd, Karachi, Pakistan

Duration: March 22, 2017 to October 06, 2018

### Key responsibilities

- Resolve billing related issues or product (i.e., electricity) problems of customers by clarifying them about the complaint.
- Provide best and possible solutions to customers as per the SOPs given by the company.
- Strictly compliance on SOPs and KPIs.
- Inform customer of new billing campaigns and facilities through emails and messages.
- Updating customer records on daily basis
- Work with customer service manager to ensure proper customer service is being delivered • Compile reports to check the overall complains registered and total resolved
- Greet customers warmly and ascertain problem or reason to visit IBC.

Designation: Accounts Officer

Company:  Shipco Transport Private Limited

Duration: December 29, 2014 to February 10, 2017

### Key responsibilities

- Prepare Reports and reconcile accounts payable and accounts receivables with banking management.
- Posting of financial transactions in the system.
- Handling of end to end book keeping.
- Reconciliation of bank statements with payments.
- Managing financial documents and coordinating with multiple teams.
- Manage all accounting transactions including preparation of invoices, posting, and tracking in accounting system
- Cross-team communication with logistics, warehouse, and sales teams to ensure smooth transaction flow
- Inventory aging management and stock movement reports
- Handle monthly, quarterly, and annual closings
- Ensure timely bank payments
- Manage financial statements.
- Check and verify cash transactions and investigate and propose a possible resolution for any discrepancies.
- Keeping the records of revenue and expenses.
- Analyze discrepancies between projections and actuals.

- Summarize the financial status by gathering the information and then prepare accounting reports.

### **Internships**


- **Designation : Finance Trainee**  
Company: Pakistan Petroleum Limited  
Duration: March 24 to May 02, 2014

Worked as trainee in finance department, learned regarding the account bookkeeping and payment vouchers, in a month get promoted in settlement department as a junior officer, the duties performed were cash reporting, and vouchers entries on daily basis.

### **ACHIEVEMENTS**

- Certification of CRM Process from K-Electric in 2017.
- Secured scholarship in BBA (4<sup>th</sup> Year) with GPA 3.75/4 in 2015.
- Secured scholarship in BBA (3<sup>rd</sup> year) with GPA 3.5/4 in 2014.
- Secured 2<sup>nd</sup> position in debate contest on business communication from PAF KIET.

## Anum Aslam

 | Karachi, Pakistan | +923340035710 | [anum.decent@yahoo.com](mailto:anum.decent@yahoo.com)

Dear Human Resource Team,

Upon learning about the Job Vacancy posted by your company, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional. With the degree of **MBA in Supply Chain Management**, and **BBA (Honours) degree in Finance** from Karachi Institute of Economics & Technology (PAF-KIET), Pakistan.

As an adept a position of Senior Executive Officer Operations & Registrar in Alfalah Investments Management Limited, I have a well-rounded skill set in analysing data and honed talents in efficient communication, Interpersonal, Multitasking and time management skills. I have outstanding problem solving skills with the ability to work with technical and abstract concepts efficiently. In my last professional experience I was associated with all the operational activities directly related to the execution of all financial transactions of the company. I have also working experience of **SAP ERP Database using CRM module** in Karachi Electric Private Limited as a position of Customer Care Representative. My Job responsibilities for this role is to counter the all customer complaints with the most possible solutions. Furthermore I was Accounts officer in Shipco Transport, where I perform responsibilities related to maintaining Financial transactions, reconciliation of payments, accounts payables and accounts receivables. Keeping the records of revenues and expenses.

After reviewing my Credentials, I hope you will be agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at **+923340035710** or via email at [\*\*anum.decent@yahoo.com\*\*](mailto:anum.decent@yahoo.com) to arrange for a convenient meeting time.

Thank you for your time and consideration. I look forward to the opportunity to discuss my credentials and how my expertise can help your organization.

Sincerely,

Anum Aslam  
+923340035710  
Karachi, Pakistan