



## AMJAD ALI

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**Passport No.:** ZD1827621

**Date of Birth:** 29-08-1984

### PROFILE

Results-driven professional with expertise in financial management, real estate operations, and human resources. Skilled in financial reconciliation, tax compliance, property budgeting, and talent acquisition. Seeking to leverage experience in finance and HR to support organizational growth and efficiency.

### CERTIFICATIONS

- Graphic Designer from "PNY Lahore"
- Software Engineering with "MICROSOFT" from "VV Work Cloud" (Continue)

## EXPERIENCE

### Accountant

May'24 – Present

#### KHR REAL ESTATE

- Managed property-related financial transactions, including rent and expenses.
- Reconciled general ledger accounts and ensure financial accuracy
- Reviewed lease agreements and manage tenant billing and payments.
- Ensured compliance with property tax filings and real estate regulations.
- Monitored cash flow for properties, ensuring operational liquidity.
- Assisted in real estate investment reporting and ROI analysis.
- Supported audits and maintain internal financial controls.
- Used accounting software to track financial data and reporting.
- Monitored costs of real estate projects and ensure budget adherence.

### Accountant

Mar'23 - May'24

#### RUMANZA GROUP OF COMPANIES UAE

- Managed daily financial transactions and maintained accurate records.
- Prepared financial statements (balance sheet, income statement, cash flow).
- Processed accounts payable/receivable and ensured *timely payments*.
- Reconciled bank statements and resolved discrepancies.
- Assisted in month-end/year-end close and financial reporting.
- Prepared tax returns and ensured compliance with regulations.
- Conducted internal audits and supported external audits.
- Collaborated with cross-functional teams for financial data accuracy.

## SKILLS

- Computer Literate  
(Internet Browsing etc)
- MS Office
- General Ledger  
Management
- Budget & Forecasting
- Financial Analysis
- Payroll Processing
- Teams Leadership  
& Development

## EDUCATION

- MBA Marketing &  
Finance AIMS  
University (2009)
- M.SC Physics – Electronics  
University of the Punjab  
(2006)

## Human Resource Specialist Mar'21 – Feb'23 Motul (House of Lubricant Pvt Ltd)

- Led full-cycle recruitment, including sourcing, interviewing, and onboarding new hires.
- Collaborated with hiring managers to meet staffing needs and drive talent acquisition.
- Acted as a liaison to resolve employee concerns and improve workplace culture.
- Developed engagement initiatives to boost job satisfaction and retention.
- Coordinated employee training and performance evaluations to support growth.
- Administered benefits programs and assisted with payroll processing.
- Managed employee records using HRIS and generated data-driven reports.
- Implemented workplace safety protocols and wellness programs.
- Contributed to HR strategy development and workforce planning.
- Initiated employee feedback surveys and retention strategies.
- Developed recognition programs to enhance employee morale.