

# IRFAN VELJI

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Birth: 28-October-1991. CNIC: 46501-3576331-1

## CAREER OBJECTIVE

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To obtain a full time position in a dynamic organization, that offers a professional working environment and growth while meeting the corporation's goals

## EDUCATION

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<b>Master in Business Administration</b> Iqra University	Expected in 2016
<b>Bachelor of Commerce (2<sup>nd</sup> Division)</b> University of Karachi	2011
<b>HSC (Grade: B)</b> Aga Khan Higher Secondary School	2009
<b>SSC (Grade: A)</b> Aga Khan School	2007

## WORK EXPERIENCE

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**Midas Safety**  
**Shahbaz Garments Pvt Ltd** November 2012  
**(Knitting Unit)**  
**Quality Department**

Key Responsibilities:

- Working on (SAP GUI)
- Examine the Data
- Recording Transactions in SAP
- Recording Transactions in Ms Excel
- Making Reports in Ms Excel

**The Ismaili Masalawala Co-operative Credit Society**  
**(Part Time Job)**

Key Responsibilities:

- Working on Accounting Software
- Recording transactions in Software
- Vouchers and cheques handling
- MIS
- End of day Summary Transactions

**YAM & Company, Karachi, Pakistan**  
**Assistant Accountant**

July 2010 – June 2011

Key Responsibilities:

- Developing reports excel files
- Recording transactions in Excel
- Bank Reconciliation
- Managing customer monthly account

## **INTERNSHIP**

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**EFU General Insurance Ltd, Karachi, Pakistan** 2012  
**(SITE DIVISION)**

**Soneri Bank Ltd, Karachi, Pakistan** 2009  
**(NISHTER ROAD BRANCH)**

**Serena Hotel, Quetta, Pakistan** 2008

## **KEY STRENGTHS**

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- Strong verbal and written communication skills
- Enjoy setting up goals and targets and working towards them
- Pleasing personality with an ability to get along with everybody
- Self motivated with a sense of order and thoroughness to the job

## **ADDITIONAL**

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Computing

- ☐ Microsoft Office
  - Excel
  - Word
  - PowerPoint