

Syed Ezaz Hussain Arfi

Pakistan | (+92)333-9440381 | arfiaizaz@gmail.com | [LinkedIn Profile](#)

A highly resourceful, enthusiastic, flexible and innovative professional who possesses extensive knowledge regarding data research, market intelligence management, data entry and analysis, administrative and office procedures, a quick learner willing to absorb new ideas. I am experienced in coordinating, organizing and planning a wide range of administrative, data analysis, bank records and IT service activities, a well-organized and an excellent team player with a proven ability to work proactively in a complex and fast-paced office environment.

SKILLS

- Analytical Skills
- Microsoft Office (Word, Power point)
- Data entry
- US bank administration and management
- Community Mobilization
- Communication Skills
- Management
- Data Analysis tools (Excel, Google Sheets)
- Data management
- Customer service
- Research
- Computer skills and knowledge of office equipments
- Office procedures
- Excellent written and verbal communication skills

EXPERIENCE

APRIL 2022 – PRESENT

DATA ANALYST RESEARCH ANALYST, S&P GLOBAL MARKET INTELLIGENCE, PK.

- High quality data (Financial / Non-Financial Data) collation, analysis, extraction and entering the data in work tools as per guideline specifications for assigned vertical
- Understand the working of the dataset, be aware of the workflows and have strong working knowledge of work tools.
- Providing input and ideas for new collection methods and product enhancements related to the dataset.
- Deliver on predefined individual and team targets including delivering outcomes with quality and excellence.
- Create tech expertise within department.
- Troubleshoots problems or issues and support team in enhancing the workflow/processes for department.
- Reviewing feedback involving transactions content to help correct errors and establish or refine procedures and processes to improve accuracy.

OCTOBER 2021 – JANUARY 2022

EXECUTIVE COORDINATOR, CHUGHTAI LAB, PK.

- Assisting Business Financial Controller in all the task
- Assisting in preparing of budget and feasibilities.
- Review expense before approval.
- Providing support in performance review of regions.
- Handling Correspondence directed to HOD/manager.
- Make travel arrangements for senior staff such as booking flights.
- Provide administrative support in the delivery of assignments and initiatives to ensure the efficient operation of the office.

MAY 2021 – SEPTEMBER 2020

ACCOUNTANT/TAXATION TRAINEE ANALYST, FIN-EX OUTSOURCING, PK.

- Regular Corporation Tax report preparation.
- Involved in preparing accounts related to UK individual client.
- Performing bank Reconciliation.
- Any other task provided by management.
- Reporting to the manager on daily basis about dedicated assignments.
- Recently involve in preparing UK Self-Assessment Tax Return (SATR) on TaxCalc software.
- Preparing excel working related to rental income, CGT and sole trade income according to UK tax rule.
- Implication of HMRC tax rules on daily basis under SATR.

OCTOBER 2019 - SEPTEMBER 2020

AUDIT TRAINEE/ERP TRAINEE, RAFAQAT BABAR & CO, PK

- Performing proper audit of a Non-Governmental Organization as a junior auditor
- Verifying BPV, CPV, and JV at the initial stage when performing an audit of NGO client
- Performed Fixed Asset Count.
- Performed Data Entry in Quick Book at a client (chinses company) for a month.
- Assist ERP manager in making tender, proposal and updating company policies.
- Assist ERP manager in the implementation of ODDO Software for a firm internal purpose.
- Performed daily tasks Assigned by seniors
-

EDUCATION

2016 - PRESENT

ACCA FINALIST, SKANS School of Accountancy, PK

2015

ACCA Foundation Diploma, Professionals' Academy of Commerce, PK

2014

FOUNDATION OF SCIENCE, Pre– Engineering, Forward Degree College, PK

PERSONAL ABILITIES

- Ability to prioritize tasks
- Ability to cope under pressure
- Team player
- Strong organizational skills
- Attention to detail
- Canva Tool
- Punctual and reliable
- Can cope with little or no supervision
- Multitasking ability
- Analytical and problem solving
- Audio/Video Editing

REFERENCES— Available on request