

SYED MINHAJ IMAM

✉ minhajimam@gmail.com | ☎ 0347.8544873 | 📍 R.42 Sector Z.6 Gulshan e Maymar



Objective

Goal-oriented and self-motivated professional seeking a challenging role as an Accountant or Operations.

Skills & Software

- MS Office (Word, Excel, PowerPoint)
- Chinese Language HSK L-1 & L-2
- Digital Marketing (IDM Pakistan)

Work Experience

Wenawa Software House

Accountant (Dec 2024 till Date)

- Prepared bank reconciliation & Monthly Payroll
- Prepared payment & received voucher
- Recorded day-to-day transactions
- Prepared pay orders & petty cash on daily routine
- Verification of payments
- Prepared Online Funds Transfer, Pay order and Petty cash on Daily Routine

Educator School

Accountant (May 2023 till Aug 2024)

- Prepared bank reconciliation & Monthly Payroll
- Prepared payment & received voucher
- Recorded day-to-day transactions
- Prepared pay orders & petty cash on daily routine
- Verification of payments
- Prepared Online Funds Transfer, Pay order and Petty cash on Daily Routine

MSK Textiles (412 Glass Tower, Teen Talwar, Karachi)

Accountant/Admin Inclusive (December 2021 to August 2022)

Job Description:

- Accounts Receivable
- Accounts Payable
- Tax Deduction (FBR, SRB, PRA)
- Updating and Verification of LCs
- Required Acceptance
- Gather missing Docs of LC / Acceptance

Engitech (Pvt) Ltd

Digital Marketing Executive (Dec-2020 till Dec 21)

Job Description:

- Off-Page-SEO

SYED MINHAJ IMAM

✉ minhajimam@gmail.com | ☎ 0347.8544873 | 📍 R.42 Sector Z.6 Gulshan e Maymar

- Quality Link Building
- Guest Posting
- Profile Creation
- Business Listing
- Content Marketing
- Email Marketing
- On-Page-SEO
 - URL Structure
 - Canonical Tag
 - Title
 - Meta Description
 - Meta Keywords
 - HTML Headings
 - Image (ALT)
 - Schema.org
 - AMP
 - Robots.txt
 - XML Sitemaps
 - Google™ Analytics
- Social Media Marketing
 - Identifying target audience using Facebook Audience Insights, Audiences, etc.
 - Creating ad copy for display
 - Deciding which content to promote with paid advertising
 - A/B testing different ad components to optimize your strategy
 - Monitoring advertising progress for your overall business goals
 - Customer Engagement
 - PPC
 - Content Writing

Dynamik (304, Al Ameen Tower, Nipa, Block 10, Gulshan-e-Iqbal, Karachi)

Accountant Inclusive (July 2016 to date Aug 20)

Job Description:

- Prepared bank reconciliation & Monthly Payroll
- Prepared payment & received voucher
- Recorded day-to-day transactions
- Prepared pay orders & petty cash on daily routine
- Verification of payments
- Prepared Online Funds Transfer, Pay order and Petty cash on Daily Routine

Education

- University of Karachi, BS in Economic & Science 2024 (3rd Year)
- Virtual University, Bachelor's in Commerce 2016 (Completed)

SYED MINHAJ IMAM

✉ minhajimam@gmail.com | ☎ 0347.8544873 | 🏠 R.42 Sector Z.6 Gulshan e Maymar

- CAM College, Intermediate Commerce, 2012