

Iftikhar Butt

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SUMMARY

Energetic person who is goal-oriented and continuously seeking opportunities for growth and increasing knowledge. Works effectively and productively within negotiated time frames. Remains focused on projects from beginning to completion, while paying close attention to detail.

HIGHLIGHTS

Knowledge of Microsoft office, IE, browsing, researching of moderate level.

EDUCATION

<u>Education</u>	<u>Institute</u>	<u>Year</u>
High School	Intermediate Board of Punjab	2004

CAREER RELATED EXPERIENCE

Recovery & Purchase Manager

June 2011- June 2021

Euro Power Generations

- Recovery for all generators payment from customers.
- Maintained cash flow and everyday cash handling.
- customer service for customers and direct dealing with vendors.
- sale and purchase of all generators and spare parts.
- Managing supplies, utilities, and bank accounts of the company nationwide.

Assistant Accountant

Jan 2006 – May 2011

Enpower Engineering Company

- Recovery for all generators payment from customers.
- assisting to maintain cash flow, petty cash and everyday cash handling.
- taking phone calls and resolving customer issues regarding installation of generators.
- sale and purchase of all generators and spare parts.
- Managing supplies, utilities, and bank accounts of the company nationwide.

Payroll Manager- Part time

April 2007 – Dec 2011

Dhaba Restaurant

- Running payroll for 25 employees monthly.
- Maintained employees' advances, monthly commission and excel spread sheet.
- Day to day filing, maintaining office supplies and all other clerical work.
- Placed orders and called vendors for timely delivery of goods to restaurant.
- Assisted with buying over the counter and communicated with customers.

Administration and Payroll Manager

Jan 2012 – May 2021

Karachi Hot N Spicy Restaurant – Part time

- Running payroll for 25 employees monthly.
- Maintained employees' advances, monthly commission and excel spread sheet.
- Day to day filing, maintaining office supplies and all other clerical work.
- Placed orders and called vendors for timely delivery of goods to restaurant.

ACTIVITIES AND INTERESTS

Workout, eating, and traveling.

REFERENCES ARE AVAILABLE ON REQUEST