



# Samee Saqib

## CONTACTS

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- Visit Visa

## EDUCATION

- Professionals Academy of Commerce, Pakistan  
**CA (Module - A)** **2010**
- University of The Punjab, Pakistan  
**Bachelors of Commerce** **2010**
- Punjab College of Commerce, Pakistan  
**Intermediate of Commerce** **2007**

## SKILLS

- Accounts Management
- Bookkeeping
- Cash Management
- Cash Flow Management
- Customer Relations
- Asset Management
- Store Merchandise Stocking
- AP & AR
- Payroll
- MS Office
- MS Outlook
- Tally
- CorelDRAW
- Adobe Photoshop
- Html5

## CERTIFICATES & TRAININGS

- MS Office Course
- Aptech
- Web Designing Course
- Aptech
- Graphics Designing Course
- Peak Solutions
- IELTS
- British Council Overall Band Score: 5.5
- Chinese Language Course
- TEVTA

## LANGUAGES

- English Intermediate
- Urdu Native

## ABOUT ME

A dynamic Financial Accountant with a knack for Accounting Management and Internal Audit. Professional in monitoring the accounting data and preparation of accounting statements. Self-motivated and energetic professional backed by strong academic background and 10+ years of experience in accounts payable and receivable, accounts finalization and business processes.

Task-focused professional with expertise in inventory management and asset management. Skilled in networking to achieve business and financial objectives. Diligent professional with outstanding communication skills and solid commitment to maintain relationships with clients. Proficient to plan and prioritize work flow to meet established deadlines, strong organization skills and talent for analyzing problems.

## WORK EXPERIENCE

September 2020 - December 2023

### ACCOUNTS OFFICER

Khawaja Printers, Lahore, Pakistan

Verified, allocated, posted, and reconciled the Accounts Receivable and Accounts Payable.

Providing services of data entry and maintaining accounts manually.

Responsible for preparing reports presented directly to Chairman, in several time intervals.

Prepared the inventory reports after physical counting and analyzing variance.

Provided assistance in internal audit.

December 2015 - March 2020

### ACCOUNTS OFFICER

Saqib Plastic, Lahore, Pakistan

Verified, allocated, posted, and reconciled the Accounts Receivable and Accounts Payable.

Providing services of data entry and maintaining accounts manually.

Prepared monthly, quarterly, & yearly financial statements and accounting reports and reporting to Chairman directly.

Provided services of graphic designing through CorelDRAW and Adobe Photoshop.

New designs of soles in-lays specially for ladies and children.

Provided assistance in internal audit.

March 2012 - November 2015

### ACCOUNTS OFFICER

JP Plastic, Lahore, Pakistan

Verified, allocated, posted, and reconciled the Accounts Receivable and Accounts Payable.

Providing services of data entry and maintaining accounts manually.

Responsible for month end accounting closing process, sales reports, inventory reports and payroll.

Prepared, managed and distributed the payroll with all benefits and funds.

Provided assistance in internal audit.

Prepared the inventory reports after physical counting and analyzing variance.

August 2011 - February 2012

### BUSINESS DEVELOPMENT OFFICER

The Bank of Punjab, Lahore, Pakistan

Responsible for developing new deposits, loan and merchant business for a specific target market of small to medium size businesses and business professionals, and assisting the Business Development Manager in performing various managerial functions of the department as directed.

Developed banking strategies in order to sell products and services to prospective clients in the business community.

Prepared the daily, weekly & monthly reports and reporting to General Manager.