

Mob; +971543929142

# AZEEM SHAHZAD

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Address: Sialkot, Pakistan



## Summary:

Experienced Senior Accountant adept at financial reporting, and month-end close. Skilled in general ledger management, financial analysis, and audit coordination. Proven leader fostering collaboration and driving process improvements in payroll, and time attendance. Salary discrepancies labourer wages CPA with a commitment to accuracy and compliance etc..

## Key Skills:

- Audit Assistant
- Accounting analysis
- Accounting Software (**Busy**)
- Basic and General Accounting
- Financial Analysis
- Dealing with customer
- Professional in MS Office
- Accounts payable
- Accounts receivable
- General Accounting
- Data entry
- Stock management
- Book-keeping
- VAT

## Education:

Bachelor's in Associate Degree Program (**ADP**)  
University of Sialkot, Pakistan, 2020 to 2022

## Professional Experience:

**Organization:** Jamie Safety Star  
**Tenure:** Oct 2022 – Sept 2023  
**Designation:** Assistant Accountant

## Major Responsibility:

- Record daily financial transactions, including accounts payable and accounts receivable
- Verify and process invoices, receipts, and other financial documents.
- Maintain the general ledger by reconciling accounts and posting journal entries.
- Maintain accurate records of accounts payable transactions
- Reconcile bank statements to ensure accuracy and identify any discrepancies.

**Organization:** Afzaal Awais Farooq & Co.  
(Chartered Accountants)  
**Tenure:** Mar 2022 - Oct 2022  
**Designation:** Audit Associate

## Major Responsibility:

- Conducted internal audits to ensure compliance with financial regulations and company policies.
- Assisted in business management tasks, including financial analysis and reporting.
- Managed stock inventory and monitored inventory levels to optimize resources.
- Interacted with customers, addressing inquiries, resolving issues, and ensuring high-quality service.

## Major Subjects:

- Financial Accounting
- Management Accounting
- Audit & Assurance
- Financial Management
- Introduction of Business
- Principles of management

## Language:

English  
Urdu  
Hindi

## Certifications:

### MS Office, July 2016

Computer College of Business & Technology,  
Sialkot, Pakistan,

## PERSONAL INFORMATION

Date of birth; 14-12-1998  
Nationality: Pakistani  
Father's name; M.Rafiq  
Joining: Immediately