

# YASIN SALEEM

## Account Executive

### My Contact

✉ yasinsaleem831@gmail.com

☎ 555466856

📍 Deira, Dubai

### Hard Skill

- Data Entry and Accuracy.
- Accounts Payable and Receivable.
- Bank Reconciliation.
- Excel Skills.
- Financial Reporting.
- Expense Management.
- Audit Support.
- Compliance Knowledge.
- Communication.
- Problem Solving.
- Time Management.
- Organizational Skills

### Soft Skill

- Attention to Detail.
- Analytical Thinking.
- Teamwork.
- Communication.
- Adaptability.
- Time Management.
- Problem Solving.
- Integrity.
- Customer Service.
- Organizational Skills.
- Stress Management.
- Initiative.
- Conflict Resolution.
- Confidentiality.

### Education Background

- Allama Iqbal Open University  
MBA (HRM) Grade "B" 66%  
2006-2009

### About Me

Dedicated and detail-oriented Account Assistant with 14 years of experience. Eager to apply proven-budget maximization skills in monitoring, maintaining, and completing client billing and reconciliations. Special interest in achieving the millennial market and helping with retirement and general financial planning.

### Professional Experience

Saint Mary's Academy | Account Executive  
2008 – 2022

- Key responsibilities:
- Accurately maintained and organized financial records, ensuring all transactions were properly documented and filed.
- Processed invoices, purchase orders, and expense reports, verifying accuracy and adherence to company policies.
- Managed accounts payable by tracking and processing vendor payments, while also assisting with accounts receivable by invoicing clients and monitoring payments.
- Conducted regular bank reconciliations to ensure the accuracy of financial data and identify discrepancies or errors.
- Tracked and categorized expenses, allowing for better budget management and financial planning.
- Assisted in the preparation of financial reports and statements, providing senior management with insights into the company's financial health.
- Performed data entry tasks accurately and efficiently, inputting financial data into accounting software.
- Collaborated with various departments to resolve financial queries and discrepancies, ensuring smooth communication and problem resolution.
- Maintained awareness of and adhered to accounting regulations and compliance standards, helping the organization operate within legal boundaries.
- Demonstrated proficiency in accounting software and Microsoft Excel, utilizing these tools to streamline financial processes.
- Proactively identified and resolved financial discrepancies and issues, contributing to the overall accuracy and efficiency of financial operations.
- Collaborated with the finance team to achieve departmental and organizational goals, contributing to a cohesive work environment.

### Achievements

- Instrumental in reducing accounts receivable outstanding balances by 25% through efficient invoicing and follow-up procedures.
- Implemented a cost-saving initiative that reduced monthly invoice processing expenses by 15% while maintaining accuracy and compliance