

# Umar Ali Safdar

Sr. Assistant (Accounts Payable)

On Visit Visa in UAE

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## OBJECTIVE

A detail-oriented professional with Accounts Payable experience, a BBA in Banking and Finance, and Knowledge in QuickBooks and MS Office. Seeking a challenging accounting role to apply problem-solving and auditing skills, contributing to organizational financial success and continuous personal growth.

## EXPERIENCE

**State Life Insurance Corporation of Pakistan, Lahore, Pak**  
Senior Assistant (*Accounts Payable*)

February 2022 - Till Date

**Managing the Panel Business as an Accounts Payable.**

Job Duties;

- Approving invoices for payment.
- Verifying the accuracy of invoices.
- Receiving and processing the invoices.
- Review and approve invoices for payment.
- Enter invoices into the accounting system.
- Generate reports on accounts payable activity.
- Resolving Billing disputes.

## EDUCATION

1. **Hailey College of Banking and Finance, Lahore, Pakistan**

**BBA (Banking and Finance)**

**October 2019 - January 2022**

2. **Govt. Dyal singh College, Lahore, Pakistan**

**Bachelor of Science**

**October 2017 - July 2019**



## SKILLS

1. Quick Learner
2. Problem Solving skills
3. Team Management
4. Public Dealing
5. Auditing Skills
6. Accounts Payable

## LANGUAGES

1. English
2. Urdu

## Certificates

1. QuickBooks
2. MS Office