



AQEEL ANWAR

Accounts Executive

EDUCATION

Masters of Business Education (MBE)

University of Punjab

May 2017

Bachelors of Arts

University of Punjab

June 2015

WORK EXPERIENCE

Real Estate Accountant

Waleed Real Estate Al Rehman Garden - Lahore

Feb 2021– Dec 2022

Reviewed services contracts for nonstandard terms and conditions

Prepared month end journal entries

Performed account reconciliation

Processing monthly property related expenses for payment purposes

Bookkeeping & maintaining accounting schedules

Maintaining company ledgers and recording daily financial transactions.

Processing invoices and bills payable, ensuring accuracy and timely payments.

Reconciling bank statements and accounts payable/receivable to identify discrepancies.

Updating and maintaining fixed asset registers and depreciation schedules.

Managing petty cash, travel expenses, and employee reimbursements.

Assisting with year-end closing procedures and preparing financial statements.

CAREER SUMMARY

Accounts and Admin Officer with 5 years of experience in Oracle ERP and Advanced Accounting. Proven ability to provide administrative support to the accounting department, handle accounts payable and receivable, and maintain accounting records. Proficient in Microsoft Office Suite and accounting software. Attention to detail and accuracy. Ability to work independently and as part of a team

CONTACT

PHONE:

055 620 7296

RESIDENCE

Ajman, UAE

EMAIL

Aqeeljaral5@gmail.com

AREA OF EXCELLENCE

Reconcile accounts

Data analysis

Manage cash flow

Prepare budgets

Track expenses

Pay bills

File financial documents

Order supplies

Manage inventories

LANGUAGE

English – Fluent
Hindi – Native
Urdu – Native

VISA STATUS

VISIT VISA

Accounts Assistant

Al-Raheem Trading Company - Lahore

Dec 2019 – Dec 2020Accounts Assistant

Setting up and maintaining employee payroll records and processing salaries.

Withholding and remitting payroll taxes to relevant authorities.

Generating, submitting, and tracking invoices for clients.

Collecting customer payments and managing accounts receivable balances.

Chasing overdue payments and resolving customer billing discrepancies.

Preparing and filing sales tax returns and reports.

Analyzing financial data to identify trends and forecast future performance.

Preparing management reports and presentations to communicate financial information.

Assisting with budgeting and forecasting processes.

Monitoring key financial metrics and reporting variances to senior management.

Preparing and submitting statutory financial reports as required.

Providing administrative support to the accounting team, including filing, data entry, and scheduling.

Handling customer inquiries and resolving accounting-related issues.

Marketing Officer

Reshma Textile Industry - Lahore

April 2018– Sept 2018

Develop and execute marketing campaigns across various channels, including online, print, and social media.

Create compelling content, such as website copy, email newsletters, and social media posts, that resonates with our target audience.

Manage our website and social media presence, ensuring fresh and engaging content that drives traffic and conversions.

Analyze marketing data and track campaign performance to make informed decisions and optimize results.

Internee (2 Months)

State Life Insurance Pakistan