



# Akbar Siddique

Assistant Accountant at Tareeq Al Hayah For Sea Cargo Services

Experienced Assistant Accountant specializing in financial operations within the logistics sector. Demonstrated proficiency in meticulous transaction recording, ledger maintenance, and ensuring rigorous compliance with accounting standards. Advanced skills in financial analysis and adept use of accounting software. Eager to contribute expertise to enhance the financial success of a dynamic logistics company.

## Contact Info

+971559767312  
akbarsiddique875@gmail.com  
Abdullah Al Shaffar Building105  
Dubai, United Arab Emirates

## Strengths & Skills

- Accounting Skills
- Business Development
- Communications Skills
- Financial Analysis
- Data Analysis
- Decision Making Skills
- Microsoft Office
- Quick Books
- Leadership Skills
- Networking
- Sales Management
- Financial Budgeting
- Risk Management
- Financial Management
- Team Work

## Academics

Title	Institute	Score	Date
MBA	Institute of Business Administration (IBA), Lahore	3.3 CGPA	2023
BBA	Islamia University of Bahawalpur, Bahawalpur	3.8 CGPA	2021

## Experience 2 years

Company	Designation	Duration	
Tareeq al Hayah for Sea Cargo	Assistant Accountant	Jun 2023	
Leopards Courier Pvt. Ltd.	Accounts Executive	Jan 2022 – May 2023	1.5 years
Muslim Commercial Bank	Accounts Intern / Audit Intern / Accounts Trainee	Dec 2020 – Feb 2021	2 months

## Work History

Tareeq al Hayah for Sea Cargo	Jun 2023
Assistant Accountant	Dubai, United Arab Emirates
Record daily financial transactions. Process accounts payable and receivable, ensuring timely payments and receipts. Assist in preparing financial statements, supporting schedules, and month-end/year-end. Collaborate with departments to ensure compliance with company policies and procedures. Monitor fixed assets and salaries transfer. Support audits by providing documentation and assist with budgeting and forecasting. Generate financial reports and analyze data. Maintain confidentiality and communicate effectively with stakeholders. Contribute to a positive work environment within the finance department.	
Leopards Courier Pvt. Ltd.	Jan 2022 - May 2023 (1.5 years)
Accounts Executive	Lahore, Pakistan
Cultivate strong client relationships. Identify growth opportunities and propose logistics solutions. Collaborate on strategic account plans. Coordinate end-to-end logistics processes. Manage contracts, ensuring compliance and renewal. Analyze key account performance metrics. Proactively address challenges. Stay informed about industry trends.	

## Projects

Determinants of Sustainability disclosure: Evidence from Pakistani listed companies

Dec 2022 - May 2023 (6 months)

**Company:** Institute of Business Administration

<https://docs.google.com/document/d/1PDvSxyVyXHqd0zuRueseqXTfkqu4CW1z/edit?usp=drivesdk&ouid=105468258637125671799&rtpof=true&sd=true>

**Tools:** Stata Software, secondary data of 33 companies

## Industries

- Importers/ Distributors/Exporters
- Banking/Financial Services
- Business Development
- Marketing
- administration
- Accounting & finance
- Event Management
- Courier/Logistics

## Languages

- English – Native
- Urdu – Native
- Hindi – Medium

## \* Functional Areas

- Accounts, Finance & Financial Services
- Data Entry
- Executive Management
- Hotel/Restaurant Management
- Marketing
- Sales & Business Development
- Business Analyst
- Administration And Office Support

## ♥ Hobbies

- Cricket
- Crypto Currency
- Traveling
- Stock Market