



SUMMARY

Dynamic professional with extensive experience as an **Account Assistant** and **Receiver**, excelling in financial management and inventory control. Proficient in accounting software, bookkeeping, and logistics operations, with a track record of maintaining accuracy and efficiency. Adept at multitasking, ensuring smooth financial and supply chain processes, and contributing to organizational success.

EDUCATION

Higher Secondary School / A-Level

Govt. Shalimar Graduate College, Baghbanpura,
Lahore
2016 – 2017

Subjects : Principles of Accounting, Economics,
Commerce, Business Mathematics, Statistics

High School / Matriculation / O-Level

Govt. Farooqi Islamia High School, Baghbanpura,
Lahore
2014 – 2015

Subjects : General Science, Mathematics

SKILLS

Accounting & Financial Skills:

Accounts Payable/Receivable,
Bookkeeping, Journal Entry, Financial
Reporting

Inventory Management Skills:

Stock
Reconciliation, Receiving Goods,
Maintaining Ledgers, Supply Chain
Coordination

Technical Proficiency:

- Accounting Software (QuickBooks, ERP, etc.)
- Microsoft Office Suite (Excel, Word)

General Skills:

- Data Entry, Document Control, Logistics Support
- Purchase/Sale Invoice Management, Bank Transactions

PROFESSIONAL EXPERIENCE

Account Assistant & Receiver

New Shalimar Steel Industries Pvt. Ltd.
Apr 2018 – Present | Lahore, Pakistan

- Prepared and analyzed financial statements and reports for accuracy.
- Processed invoices, payments, and expense claims with attention to detail.
- Maintained accurate accounting records, including journals, ledgers, and reconciliations.
- Managed inventory control, including stock tracking, receiving goods, and ensuring timely documentation.
- Performed daily bookkeeping tasks and conducted bank reconciliations.
- Coordinated with suppliers and internal teams to streamline inventory operations.
- Supported month-end and year-end closing activities, including journal entries and account reconciliations.
- Contributed to the development and optimization of financial and inventory management systems.

Languages

- English:** Professional Working Proficiency
- Urdu:** Native or Bilingual Proficiency
- Punjabi:** Native or Bilingual Proficiency

Hobbies

- Sports, Gaming, Outdoor Activities
- Music, Photography, Creative Writing