



# SAMIUDDIN TUNIO

ACCOUNTS OFFICER

## About Me

Experienced Assistant Accounts Officer professional with a proven track record in reconciling challenging and difficult accounts. Ability to meet and exceed goals that have led to increased productivity for the organization. Advanced skills and proficiency in Microsoft Excel; strong ability to learn different software fast.



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B5/2 Sachal Village karachi

## Language

- English
- Urdu
- Sindhi

## Expertise

- Management Skills
- Creativity
- Interpersonal
- Negotiation
- Critical Thinking
- Leadership
- Communication skills

## Experience

### Assistant Accounts Officer

24Hours.pk

Karachi - Pakistan

2014 - 2017

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Bank reconciliation.

### MEHRAN HOTEL & RESTAURANT

Manager

Larkana - Sindh

2018 - 2022

- Coordinate daily Front of the House and Back of the House restaurant operations
- Deliver superior service and maximize customer satisfaction
- Respond efficiently and accurately to customer complaints
- Regularly review product quality and research new vendors

## Education

### SHAH ABDUL LATIF UNIVERSITY

Bachelor of Commerce

2005 - 2007

### SZABIST

Master of Business Administration

2010 - 2014

## Personal Details

- **DOB-** 01/12/1986
- **NIC-** 43402-0356096-9
- **S/O-** Abdul Jabbar
- **Nationality-** Pakistani