

RAHEEN QURESHI

Account Executive

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Punjab

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LinkedIn/Portfolio

EXPERIENCE

01/2020 - 12/2023

Bahawalpur

Assistant Auditor Account

Government

- Assistant Auditor - Bahawalpur, Pakistan
- Collected and assembled financial data to analyze costs on year-to-year basis relative to fiscal planning and budgeting activities
- Worked in close collaboration with clients, providing accounting, and payroll and taxation advice
- Audited, reviewed and compiled financial statements for government entities
- Prepared monthly and year-end closing statements, financial documents and invoices
- Examined budget estimates for completeness, accuracy and conformance with procedures and regulations
- Tracked employee payroll processes to verify timely reporting and avoid late fees
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls
- Interacted with internal and external auditors to help complete audits and resolve issues

01/2020 - Present

Bahawalpur

Assistant Auditor Account

Government

- As an HR my responsibilities were to: Organize activities that support employees
- Recruitments
- Negotiating all contracts with respective clients
- Worked with department managers to assess needs
- Supervised HR Department employees by directing activities and monitoring performance
- Recruited and trained new employees to manage overall talent acquisition
- Devised training programs for new and existing employees

01/2020 - 12/2023

Bahawalpur

Assistant Auditor HR

Government

- Assistant Auditor - Bahawalpur Punjab, Pakistan
- Managing the payroll process
- Managing the dealing process with organization employees
- Managing the salary errors of employees
- Managing the contingency process
- Managing budget process
- Managing the expenditure and reconciliation
- Gathered business requirements for SAP reporting and functionality enhancements
- Documented test cases, managed changes, and addressed cost concerns to the organization

EXPERIENCE

01/2020 - 12/2023

Bahawalpur

Assistant Auditor HR

Government

- Bahawalpur Punjab, Pakistan
- As an admin assistant, my job is to Auditing, budgeting, and accounting
- Delivering lectures to ICOM and DCOM
- Managed incoming and outgoing mail, filing, and meeting coordination
- Maintained appointment and event calendars for executives and department heads
- Inventoried and ordered supplies to maintain consistent access to required items
- Generated office correspondence and reports
- Oversaw company database and verified accurate updates and proper file management
- Scheduled appointments and events and coordinated venue space and catering services
- Assisted with basic accounting functions by reconciling company credit card, petty cash and expense reports
- Maintained contact with prospective students through phone calls and email
- Created spreadsheets in Microsoft Excel for record-keeping and reporting

Date period

Bahawalpur

SAP Administrator

Government

- Budget, expenditure, reconciliation, payroll and contingency also.

EDUCATION

01/2020 - 08/2023

Bachelors in Accounting and finance

Islamia University of Bahawalpur

SUMMARY

Accounting and Finance Graduate, passionate about the field and a drive for perfection. Excellent work ethic, with work being done on numerous research and fabrication-based projects. Great teamwork qualities and leadership experience. Fresh graduate with high ambitions of working in an organization that provides a challenging environment whose exposure polishes my skills and abilities.

LANGUAGES

English
Fluent



SKILLS

budgeting

Microsoft Excel

Microsoft Word

SAP

Tool / Technology

MOST PROUD OF



As a Enterpenure

Why are you proud of this achievement?