

SAJID FAROOQ SABAR

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SUMMARY

ACCOUNTANT in Al khaleej Plaza Hotel Furnished Apartments **Ajman, UAE** using *SPHIRE IT SOLUTIONS* for hotel Sector. **ACCOUNTANT SAP R-3 (ERP)** Auditor, SAP HR & FI module experience in accounting system. **ACCOUNTANT/HEAD TREASURER** at Government of Punjab, Finance Department Lahore, Pakistan delivering encouragement and feedback to help employees be successful. Energetic professional with great poise Certified Accountant well-trained and result oriented with 16+ years experience in optimizing and implementing the Governance, Accounting and Audit compliance frameworks through SAP R/3 in complex but highly regulated Public organizations (Government).Skilled in building and leading large audit and consulting teams, finance functions in diverse organizations and successfully facilitating cross functional projects and strategic initiatives in real-time monitoring, predictive data analytics and process simplification & innovation through reports through ERP software. Proven ability to develop, lead and implement the financial strategy and drive profitability by positioning itself as a decision making. Having extensive experience in special audit and assurance mechanism, and the ability to communicate effectively and compassionately. Adept at promoting mental wellness and fostering a positive & productive work environment through effective communication, collaboration, and team building.

HIGHLIGHTS

- 1-Accounting/auditing Professional
- 2- Strong Communication Skills
- 3- **ERP software (Peachtree)**
- 4-Proficient in **SAP R-3(ERP)**
- 5- Advance Accounting Background
- 6-Treasuries /Accounted Focal
- 7-Valued Team Player
- 8-Audit & Risk Assurance

ACCOMPLISHMENTS

Operated computer programmed with accounting software to record, store and analyze information, General Ledger accounts. Maintain accurate accounts including cash, inventory, prepaidexpense, fixedassets, accountspayable, accruedexpenses, and line of credit transactions. Extensive experience with Financial Statements audits, reviews, compilations and Audits for Government organization.Increased compliance for the cash management department by aiding in internal and external audits. Assisting in Financial/Statutory/Regularity Audits.

EXPERIENCE

4] **ACCOUNTANT,** Government of Punjab, Finance Department, Faisalabad.wef 01-01-2016 to 31-05-2023

3] **SUB-ACCOUNTANT/JUNIOR AUDITOR** Government Of Punjab, Finance Department Lahore, Pakistan 03.02.2006 TO 30.11.2011

- ✓ Day to day accounting, for the entity (public sector) in SAP and ensures proper maintenance of books of records regarding annual Audit.
- ✓ Verification and auditind of expense statement, invoices and preparing payment documents of All Government Departments in District,Provincial and Central.
- ✓ Preparing the bank reconciliation and MIS report to the Department of Auditor General of Pakistan.
- ✓ Ensuring the timely audit of the organization,s entity.
- ✓ Liaison with bank to ensure smooth functioning of banking transactions.
- ✓ Reconcillation of monthly statements.

- ✓ Managed a client base including many high net worth individuals.
- ✓ Client based server helps in all approaches, the entity requires.

2- DEPUTY ACCOUNTANT/SENIOR AUDITOR Government Of Punjab, Finance Department Lahore, Pakistan wef. 01.12.2011 TO 31.12.2015

- ✓ Executed accounts reporting enhasments and reconciliation procedures.
- ✓ Received, recorded and banked cash, checks and vouchers as well as reconciled records of bank transactions.
- ✓ Monitors new trends and assembled financial statements for independent auditors.
- ✓ Calculated figures such as discounts, percentage allocations and credits.
- ✓ Built consensus and established common protocols for the organization.
- ✓ Client based server helps in all approaches, the entity requires.
- ✓ Audit of payments and receipts of Govt.Employees and Semi-Govt.
- ✓ Maintenance of monthly Accounts.
- ✓ Payroll expenditure, proper handling of record.
- ✓ Reconciliation with other departments regularly every month.

BANKING EXPERIENCE:-

1- (06) month internship as **Trainee** wef. (13-05-2003) to (11-11-2003) with My Bank branch,HussainAgahiroad,Multan,Pakistan and w.e.f (13-05-2003 to 01-02-2006) as a **Bussiness Development Officer** in the same branch.My professional duties are listed below:-

- ✓ Handling the procedures and expediting the opening of saving accounts.
- ✓ Assisting in identifying the opportunities for the branch.
- ✓ Updating daily reports to the management.
- ✓ Planning and implementing strategies to increase customer satisfaction.
- ✓ Built and utilized effective financial models.
- ✓ Great communication and writing skills.

EDUCATION

B.Sc(Double Math Physics): BZU Multan(Pakistan)
M.Sc (Physics): BZU Multan(Pakistan)

PIPFA QUALIFIED (Pakistan Institute of Public Finance Accountants, Pakistan)

PERSONAL DOSSIERISTAN

Father’s Name : Chaudhary Abdul Hamid
UAE ID card : 784-1981-6001718-6
Passport No. : AR5028544
Date of Birth : 06, February, 1981.
Religion : Islam
Nationality : Pakistan
Own Visa/ : Valid up to 27th August,2025
Resident visa

REFERENCES

1- Zaheer Ahmad Awan
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