



USMAN YAQOOB

Accountant

Results-driven Accountant with 12 years of experience in private accounting environment. Highly skilled in financial analysis, accounting systems, and regulatory compliance. Proven track record of implementing cost-saving initiatives and streamlining processes. Proficient in Excel, QuickBooks, and Oracle. Master's Degree in Accounting from the Global University Lahore. Seeking an opportunity to contribute my expertise to a dynamic organization where accuracy, efficiency, and financial stewardship are valued.

Contact



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Hor Al Anz Street Deira Dubai

Education

Master Of Commerce

Global University, Lahore, Pakistan

2014-2016

CGPA : 3.1 / 4.0

Bachelor Of Commerce

University Of The Punjab, Lahore Pakistan

2007-2009

Marks : 732 / 1500

Degree Attested

Skills

Financial Analysis



Financial Reporting



Microsoft Office



Oracle, E.R.P, SAP



Critical thinking



Professional Strength

Analytical Thinking

Identified cost-saving opportunities resulting in reduction in operational expenses.

Attention to Detail

Consistently maintained accuracy in financial records resulting in error-free reports.

Problem Solving

Resolved complex accounting issues resulting in improved efficiency and process optimization.

Experience

AdamJee Life Assurance

Officer - Agency Operations

Aug. 2022 - Jan 2024

Performed well in a multitasking job as Officer in Agency Operations department which includes the following:

- Premium Collection.
- Bank Reconciliation.
- Premium Collection Reports.
- Supervision Of Administrative Concerns.
- Customer Services.
- Petty Cash Handling.
- Life & Health Claims Processing.
- New Hiring, Attendance, Salaries ,Commission etc.

Jubilee Life Insurance

Executive Officer - Finance & Accounts

May 2012 - July 2022

- Performed accounting and financial analysis for a leading Insurance company. Managed general journal entries, reconciled accounts, and ensured compliance with regulatory guidelines.
- Streamlined accounts payable processes, resulting in a reduction in payment processing time.
- Generated accurate financial statements and reports for monthly, quarterly, and annual reporting.
- Assisted in the implementation of a new ERP system, improving data accuracy and workflow efficiency.

Language

English

Urdu

Arabic

