



CORE QUALIFICATIONS

- Managing vendor accounts
- Accounts payable and receivable
- Time Management
- Decision Making
- Problem Solving
- Invoicing
- Reporting
- Record Keeping
- QuickBooks
- ERP
- MS Excel

EDUCATION

Bahauddin Zakariya
University | *Multan, Pakistan*
M.Com (Masters in Commerce)
2021-2023

Bahauddin Zakariya
University | *Multan, Pakistan*
B.Com (Bachelors in Commerce)
2018-2020

Govt. Postgraduate College
| *Sahiwal, Pakistan*
FSC (Pre-Engineering)
2015-2017

SAIF ALI



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House # 44, Merit Colony, Old Civil Line, Sahiwal, Punjab, Pakistan.

PERSONAL STATEMENT

Results-driven accountant with 3+ year experience working with QuickBooks, ERP, Tally and MS Excel. Experienced in managing general ledgers, accounts receivables and accounts payables. Seeking to work in a firm's professional environment and implement and enhance my existing knowledge related to the field. Motivated, confident, dedicated and competent individual with the capacity to go for what is expected and achieve firm's goal.

WORK EXPERIENCE

07/2023 - Current

IBRAHIM POULTRY TRADERS | Sahiwal, Pakistan
Procurement Officer

- Processing and monitoring accounts payable.
- Data entry of every item purchased in company like issuing purchase order, goods receipts note, goods issue note in ERP.
- Managing and monitoring vendor accounts on daily & monthly basis.
- Decision making and problem solving.

11/2020 - 06/2023

M. AKRAM & CO. RICE MILLS | Sahiwal, Pakistan
Assistant Accountant

- Managed and reconciled a variety of accounts to ensure accuracy of financial statements.
- Managed data entry related to sale, purchase, payrolls and bank payments etc.
- Managed and monitored cash flow.
- Analyzed and monitored revenue and expense trends.

CERTIFICATIONS AND LICENCES

2017

GLOBAL LANGUAGE CENTRE | Sahiwal, Pakistan
DOM (Diploma in Office Management)

PROFESSIONAL RELEVANT SKILLS

- Proficiency in accounting softwares like ERP, QuickBooks and Tally etc.
- Efficient in MS Excel and MS Office
- Decision making and problem solving
- Communicating and dealing with vendors/clients

HOBBIES AND INTERESTS

- Learning and using different accounting softwares
- Internet Research
- Reading books and newspaper
- Playing Cricket

LANGUAGE

- English
- Urdu
- Punjabi