



PROFILE

Dedicated and detail-oriented accountant with more than 9 years of experience in financial management and reporting. Proven track record of ensuring accuracy, compliance and efficiency in financial operations. Seeking a challenging accountant position to leverage my skills and contribute to the financial success of many organizations.

CONTACT

PHONE:
+971-58-6223447

Visa Status: Visit Visa

DOB:
10 April, 1984

NATIONALITY:
Pakistani

LANGUAGES:
Urdu/Hindi, English, Arabic

EMAIL:
sajjadahmad1984@yahoo.com

Sajjad Ahmad

EDUCATION


Master of Commerce (M.Com) (2007)
University of Peshawar, Pakistan

Bachelor of Commerce (B.Com) (2005)
University of Malakand, Pakistan

WORK EXPERIENCE

Senior Accountant

Frontier Work Organization (FWO) Pakistan

 Aug 2019 – Feb 2023

Duties and Responsibilities:

- Post and process Journal entries to ensure all business transactions are recorded.
- Keeping account book and system up to date.
- Managing Accounts Payable and Receivables.
- Reconcile invoices and identify discrepancies.
- Responsible for preparing and timely closing of month/quarterly/yearly financial statement.
- Reinforced financial data confidentiality and conducted database backups in addition to ensuring compliance with financial policies and regulations.
- Audited financial transactions and documents and reported on the company's financial health and liquidity.
- Prepared budget forecasts and published financial statement in time.
- Preparation of P & L and Balance Sheet and the Analysis of the Monthly Income Summary.
- Compiling, analyzing and reporting financial records.
- Prepare monthly, quarterly and annually reports.
- Post & reconcile financial transactions according to company policies & regulations as well as accounting standards.
- Performing audits and resolving discrepancies.

SKILLS

Computer Skills:


- Good computer skill in MSOffice.
- Epms (OFAS)
- Management InformationSystem (MIS).
- Accounting Information System (AIS).
- Peachtree (Computer BasedAccounting).
- Visual Basic.
- Internet.

Saudi Driving License

- Verify accuracy of various reports, including Daily Report and Monthly P&L.
- Verify, allocate, post and reconcile accounts Payable and Receivable.
- Update financial data in database to ensure that information will be accurate & immediately available when needed.
- Processing employee expenses and payroll.
- Perform month-end accounting activities such as reconciliations & closing entries.
- Assisting management in the decision making process by preparing budgets and financial forecasts.

Senior Accountant, Riyadh Geotechnique Foundation and Co Saudi Arabia

~~King Abdul Aziz International Airport (KAIA)~~

 **Nov 2011 - Nov 2017**

Duties and Responsibilities:

- Prepare Income Statement & Balance Sheet.
- Performed bank reconciliations.
- Ensure timely bank payments.
- Reconcile invoices and identify discrepancies.
- Manage Inventory of Stock.
- Daily all accounts of Company Bank Reconciliation Report.
- Input and ensured the accuracy of the general ledger booking and analysis of the movement of accounts.
- Daily M.I.S Report.
- Data Entry for Staff Salaries and Closing day entries.
- Ensuring payments, amounts and records are correct.
- Coordinate internally on all matters relating to accounting matters to ensure smooth operation.
- Assist the seniors in preparation of all month end, quarter end and year end reports as required by management.
- Analyze financial information and summarize financial status.
- Audit financial transactions and documents.
- Handle office petty cash and petty cash expenses.
- Prepare payments request for payments such utilities and monthly dues to supplier/vendors.
- Check and record all transaction vouchers for completeness of supporting's, approvals and maintain files up to date.
- Maintaining accurate financial records.