

# Safeer Azeez

Accounts Expert

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UAE | 0552086657



## Summary

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To obtain a challenging position as an accountant where I can utilize my analytical and problem-solving skills to support the financial goals of the organization. With my solid understanding of accounting principles, proficiency in financial analysis and reporting, and experience with various accounting software, I aim to contribute to the success of the organization while continuously enhancing my skills and knowledge.

## Work Experience

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### Appcrates

Gujranwala, Pakistan

ACCOUNTANT

May 02, 2019-Dec 22, 2023

#### → Accountant

- ★ Overseeing the preparation and analysis of financial statements and reports.
- ★ Ensuring compliance with accounting principles and standards.
- ★ Managing and reconciling complex accounts, including intercompany transactions and foreign currency transactions.
- ★ Conducting financial analysis and providing insights to management.
- ★ Leading the month-end and year-end close processes.
- ★ Supervising and training junior accounting staff.
- ★ Coordinating with auditors and regulatory agencies.

#### → HR Assistant

- ★ Assisting in the recruitment and hiring process, including job postings, resume screening, and conducting interviews.
- ★ Maintaining and updating employee records and databases.
- ★ Providing support in the development and implementation of HR policies and procedures.
- ★ Managing employee benefits programs and ensuring compliance with company policies and government regulations.
- ★ Coordinating employee training and development programs.
- ★ Conducting performance evaluations and managing employee relations issues.
- ★ Responding to employee inquiries and resolving issues related to HR policies and procedures.
- ★ Assisting in the preparation of HR reports and data analysis.

#### → Admin

- ★ Overseeing and coordinating the day-to-day administrative operations of the organization.
- ★ Managing and organizing office supplies, equipment, and facilities.
- ★ Maintaining and updating records and databases.
- ★ Coordinating with vendors and service providers to ensure smooth operations.
- ★ Providing administrative support to departments and management as needed.
- ★ Planning and scheduling meetings and appointments.
- ★ Managing travel arrangements and itineraries for staff.

- ★ Managing communication channels, including email and phone calls.
- ★ Assisting in the preparation of reports and presentations.
- ★ Ensuring compliance with organizational policies and procedures.

## Tahir & Company

*Gujranwala, Pakistan*

### ASSISTANT ACCOUNTANT

*Jul 01, 2016 - Oct 24, 2017*

- ★ Assisting in the preparation of financial statements and reports.
- ★ Recording and maintaining financial transactions and documents.
- ★ Performing bank reconciliations and ensuring accuracy of accounts payable and receivable.
- ★ Assisting in the preparation of budgets and forecasts.
- ★ Providing support during audits and regulatory compliance.
- ★ Maintaining and organizing financial records and files.
- ★ Assisting with the preparation of tax returns.
- ★ Communicating with clients and vendors regarding billing and payments.
- ★ Ensuring compliance with accounting policies and procedures.
- ★ Performing other accounting duties as assigned.

## Job Responsibilities

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My Job Responsibilities includes:

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| ★ Documents Preparation.  | ★ Receiving Cash & Cheques From Customers & Arrange To Deposit Into The Bank.   |
| ★ Office Management.  | ★ Maintaining Record In Soft and Hard Copy.   |
| ★ Reconciling Invoices and Identifying Discrepancies.                                       | ★ Maintaining The Cash Book   |
| ★ Enter Financial Transactions Into Internal Database.                                      | ★ Maintaining The Salary Sheet To The Company.  |
| ★ Maintaining Digital and Physical Financial Records.                                       | ★ Manage The Process Of Utility Bills, Ensuring Timely Payment.   |
| ★ Issue Invoices To Customers and External Partners as needed.                              | ★ Maintaining Basic Duties for the HR Department.   |
| ★ Participate In Quarterly and Annual Audits.   | ★ Monitoring Staff Performance And Attendance.  |
| ★ Dealing With All Vendors For Purchasing & Selling.  | ★ Assisting With Day to Day Operation Of The Hr Functions And Duties.   |
| ★ All Financial Matters Relating To Office & Outside The Office.                            | ★ Providing Cortical and Administrative Support to Human Resource Executives.   |
| ★ All Maintenance & Stationery For Smooth Working.  | ★ Issuing Offer Letters, Making Employees Contracts, Experience Letters And Many Different types Of Letters To Employees.     |
| ★ Maintaining the Books of Accounts (Purchase & Sales Register).                            | ★ Process Documentation and Prepare Reports Relating to Personal Activity (Staffing, Recruitment Performance Evaluation, etc. |
| ★ Maintaining Company Assets Details.   | ★ Deal With Employee Requests Regarding Human Resource Issues, Rules, and Regulations.  |
| ★ Dealing with the Finance and Account department about daily matters.                      | ★ Assist in Payroll Preparation by Providing Relevant Data ( Absence, Bonus, Leaves, etc.                                     |
| ★ Maintenance of Charts of Accounts and Posting of all Entries in the Proper Relevant Head. |   |
| ★ Banking Knowledge (Deposit & withdrawal & Online transactions).                           |   |

- ★ Coordinate Communication With Candidates and Schedule Interviews.
- ★ Conduct Initial Orientation of Newly Hired Employees.
- ★ Maintenance of Company Ledgers Accounts.
- ★ Administrative Task Relating To Office.
- ★ Account Receivable And Payable Knowledge.
- ★ Basic Knowledge of Income Statements & Balance Sheets.

- ★ Maintaining Petty Cash Of the Company And Disbursing Cash To employees And Others.
- ★ Maintaining The Expense Sheet To The Company.
- ★ Maintaining The Employee's Records.
- ★ Any Other Task Relating To Accounts, Hr, and Admin Department.

## Education

### University Of Sargodha [2nd Division]

B.COM (Commerce)

Pakistan

2015

### B.I.S.E Gujranwala [1st Division]

I.COM (Commerce)

Pakistan

2012

### B.I.S.E Gujranwala [1st Division]

Matric

Pakistan

2010

## Certifications and Other Qualifications

- ★ Computer Operating
- ★ Computer Software
- ★ Office Management
- ★ Internet Browsing And Mailing
- ★ Tally Erp.

## Personal Profile

Nationality	Pakistani
Religion	Islam (Muslim)
Gender	Male
Visa Status	Other
Date of Birth	09/08/1993
Languages	English, Hindi and Urdu
Marital status	Single
Passport No	QD1816083
CNIC No.	34103-2228608-9

## **Declaration**

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I hereby certify that the above information is true and correct according to the best of my knowledge and my experience. If selected I assure you that I would perform to the best of my abilities, early awaiting a positive response.