



SAMIUDDIN TUNIO

Assistant Accounts
Officer

About Me

Experienced Accountant professional with a proven track record in reconciling challenging difficult accounts. ability to meet and exceed goals that have led to increased productivity for the organization

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- ✉ **sami.tunio201138@gmail.com**
- 📍 **Dubai**
- ✉ **www.linkedin.com/in/samiuddin-tunio-b4531830**

Language

English
Urdu
Sindhi

Skills

Management Skills
Creativity
Communication
Negotiation
Critical Thinking
Data Analysis
Problem Solving
Time Management

Experience

24HOURS.PK **OCT/2014 - JUN/2017**
KARACHI

Assistant Accounts officer

- Ensuring payments, and records are correct
- working with spreadsheets, sales and purchase ledgers and journals
- Recording and filling cash transactions
- Controlling credit and chasing debit
- Invoice processing and filling
- Bank reconciliation

H1 Builders and Developers **SEP/ 2017 - NOV/2022**
Accountant

- Managing cash flow, keeping records of all transactions
- Updating and analyzing spreadsheets
- Prepare and reconcile daily, weekly, and monthly reports
- Maintain and manage all financial records and transactions. Initiate bank transfer request according to procedures, to ensure timely funding
- Prepared and maintained all contracts and purchase orders for the Construction Division. Coded and processed vendor invoices for payment

Education

SHAH ABDUL LATIF UNIVERSITY
Bachelor of Commerce
2005 - 2007

SZABIST UNIVERSITY
Master of Business Administration
Finance
2010 - 2014

Personal Details

- **Visa** Visit visa
- **Passport.** BA5290962
- **Nationality.** Pakistani
- **CNIC.** 4340203560969

Software

Tally ERP
T24 Banking
SPSS