

SHAMOON SAJID

RESOURCEFUL ACCOUNTANT



Professional Profile

Reliable and dedicated accounting professional known for quick learning and keen eye for error correction. Experienced in reconciliation, employee expense management, and vendor relations. Proficient in managing budgets, payroll, and invoices to improve payment times. Committed to compliance and budget adherence. Seeking a role with increased responsibility to contribute to an accounting team.



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Boys Hostel, Clock tower Deira,
Dubai

LANGUAGES

- English
- Urdu
- Punjabi
- Hindi

EXPERTISE

- GL Entry Verification
- AP and AR Management
- Month-end Reporting
- Invoicing
- Payroll Processing
- Oracle Expertise
- Vendor Management

WORK HISTORY

Accounts Manager

Hyperleap Future Technologies Private Limited

Sep 2021 - Sep 2023

- Identified partnership opportunities and established favorable business connections.
- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
- Managed payroll operations for team of 50 employees.
- Processed payroll garnishments such as Employees Old Age Benefit (EOBI) and Punjab Employees Social Security Institution (PESSI).
- Generated financial and operational reports to assist management with business strategy.

Accounts Payable Officer

Limelight (Maypole Pvt. Limited)

May 2021 - Aug 2021

- Input all relevant transactions and supervised properly within accounting system.
- Closely monitored accounts to post timely payments and resolve billing discrepancies.
- Managed accurate and timely processing of over 15 invoices per month.
- Developed reports for senior management to outline expenditures, vendor spend and forecasting.
- Positively interacted with all partners, employees and customers using exemplary communication and interpersonal talents.

Assistant Accountant

Toplink Packaging (Pvt) Ltd.

Jan 2018 - April 2021

- Reviewed general ledger entries and assessed accuracy.
- Reconciled company accounts for credit cards, employee expenses, and commissions.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.
- Collected and reported monthly expense variances and explanations.

EDUCATIONAL BACKGROUND

Testimonial	Year	Board / University
B.COM (HONS.) Accounting & Finance	2015 - 2020	University of Lahore (UOL)
Matriculation	2009	Lahore Model School

VOLUNTEER EXPERIENCE

Poverty Elevation - RIZQ Foundation

Engaged in direct interactions with community members, providing assistance and support during food distributions and relief drives.

Blood Donation Campaign – Sahara for Life Trust

Led a successful blood donation campaign, collecting blood donations for Sahara for Life Trust's blood bank and raising awareness about the importance of blood donation.

SKILLS AND PROFICIENCIES

- Good communication skills
- Able to work on MS Office (Word, Excel, PowerPoint)
- Able to work in a team
- Broad knowledge of software (SAP, Oracle)
- Enterprise Resource Planning (ERP)

INTERESTS

- Cricket
- Reading (Fiction and Nonfiction)
- Music
- Movies
- Travelling

Reference

Reference will be furnished on demand.