

Zohaib

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Profile

A motivated and detail-oriented accounting assistant with expertise in invoice processing, reconciliation, and financial record maintenance also has proficiency in accounting software. I have worked as an account/finance intern and hotel manager, honing my adaptability, problem-solving, customer satisfaction, and interpersonal skills to optimize operations. I would like to work in a healthy environment that appreciates my skills and offers avenues for growth.

Professional Experience

Aug 2022 – present
Gujranwala, Pakistan

Accounting assistant

Ali Traders

- Maintaining financial records using a computerized system resulted in a 25% reduction in data entry errors.
- Assisting with accounts payable and accounts receivable processes
- conducted bank reconciliations, identifying and resolving discrepancies, led to 98% accuracy.
- Digitize proof of delivery receipts into the ERP system.

May 2022 – Aug 2022
Gujranwala, Pakistan

Account/Finance(Internee)

Aslam Energy Private Limited

- Financial data entry and record-keeping
- Assisting with financial reports
- Assisting in auditing and reconciliation
- Managing accounts payable and receivable

May 2021 – Nov 2021
Naran, Pakistan

Hotel General Manager

Qasr-e-Noor Hotel and Restaurant

Managing own family-operated hotel responsibilities include:

- Assigning specific duties and tasks to staff
- Ensuring guest satisfaction
- Ensuring Food Quality and Standards
- Inventory Management
- Financial Management

Education

2017 – 2021
Gujranwala, Pakistan

Bachelor Of Commerce (Hons)

University Of Sargodha

- Graduated with a GPA of 3.3 on a 4.0 scale

2015 – 2017
Gujranwala, Pakistan

Higher secondary school certificate

Superior Science College

Certificate

Mar 2022 – Jun 2022
Gujranwala, Pakistan

Computerized Accounting(short course)

Soft Solutions College

- Financial Statements
- Store Ledger Cards
- Bookkeeping
- Peachtree Software
- Tally Software
- Quick books

Skills

- Microsoft Excel
- Xero Accounting
- Enterprise resource planning(ERP)
- Communication skills
- Teamwork
- Accounting software proficiency
- Attention to detail
- Time management
- Critical thinking