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| **Name:** | **SAQLAIN ARIF** |
| **Nationality** | **Pakistani** |
| **Current Location** | **Saudi Arabia** |
| **Date of Birth** | **21-07-1997** |
| **Contact Numbers** | **+966560913809** |
| **Email address** | [**Saqlaingora4200@gmial.com**](mailto:Saqlaingora4200@gmial.com) |
| **Total Years of Experience** | **2+ years** |
| **Availability to Join Once Selected** | **Immediately** |
| **Education** | **Bachelor of Commerce**  **ACCA (Still in processing)** |

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| **Expected Salary** | **Negotiable** |

**Position: Accountant**

PROFILE:

I’m highly organized, dedicated and diplomatic Account officer, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concern, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealings with confidential information. I’m excellent in working with others to achieve a certain objective on time and with excellence.

**ACADEMIC**

**Bachelor In Commerce (B.com):**

University of Punjab

2016-2018

**Association Of Certified Chartered Accountancy**

**(ACCA):**

2019-Present

CERTIFICATION & DIPLOMA

* Accounting Software (MS Excel, Tally, Peachtree, & QuickBooks).

WORK EXPERIENCE

**Company : Time Air (Pvt) Ltd**

**Position : Accountant**

**Duration : December 2018 – September 2021**

**Duties and Responsibilities:**

* Monitored and record company expenses.
* Prepared Daily, Weekly and Monthly reports.
* Ensuring up to date and accurate records to Directorate.
* Prepare income and expenditure vouchers.
* Accounts and cash flow statements.
* Create different kind of invoices.
* Updating accounting data in the system.
* Administering payrolls.
* Bookkeeping.
* Preparing monthly Invoices.
* Arranging payments for invoices.
* Creating and updating expense reports.
* Generating invoices and account statements.
* Entering and maintaining records in the system, ensuring that records are complete and current.
* Handling communications with clients and vendors via phone, email, and in-person.
* Preparing accounts, reports, commentaries and financial statements.
* Maintaining monthly audit reports.
* Handle petty cash.
* Prepare all kind of accounting reports.

**PROFESSIONAL SKILLS**

* Organizational skills and ability to manage deadlines.
* Ability to effectively present financial data and information to all levels.
* Ability to manage new financial system.
* Ability to build credibility and establish good relationships with partners.
* Solid ability to build excellent relationships with people.

**PERSONAL SKILLS:**

* Empathy for others and a willingness to work together toward the common goal.
* General business knowledge.
* Knowledge of Microsoft office in particular excel.
* Computer literate adept in the use of Sage, Tally and QuickBooks.
* Critical thinking and problem solving.
* Teamwork and collaboration.
* Professionalism and strong work ethic.
* Oral and written communications skills.
* Leadership.
* Able to work as a team.
* Able to work under pressure.

**LANGUAGE:**

* ENGLISH
* URDU
* PANJABI
* HINDI
* Arabic (Beginner).

I hereby certify that the above information is true and correct to the best of my knowledge, ability, and belief.

**Mr. Saqlain Arif**

Applicant