



Azam Jabbar

Email: axmking15@gmail.com

Career Objective

Ambitious Accountant demonstrating strong background in employee expense management. Capable Accountant skilled in data processing and analysis with hawk-eye attention to detail. Eager to fulfill role of increased responsibility to add value to dynamic accounting team.

Personal Profile

Name: Azam Jabbar
Father Name: Abdul Jabbar
Marital Status: Single
Date of birth: 28 march 1996
Mobile/WhatsApp: +966 53 8473959, +92 324-7295071

Religion: Muslim
Nationality: Pakistani
Place of birth: Lahore, Pakistan
Iqama Status: Transferable

Education

Duration	Degree	Institution
2015 – 2018	Masters (M.com)	Superior University
2013-2015	Graduation (B.com)	Punjab University
2011– 2013	Intermediate (I.com)	B.I.S.E LHR
2009– 2011	Matriculation (Science)	B.I.S.E LHR

Experience

Qarshi industries Pvt. Ltd Year: 2018

Accounts internee for the period of four (4) months.

Duties:

- Filing of documents.
- Preparing journal vouchers (J.V)
- Preparing cash receipts & cash payment vouchers.
- Preparing bank receipts & bank payment vouchers.
- Checking invoices.

Litso Events (Travelers & tours) June-18 to June-19

Accountant (Accounts Assistant)

Duties:

- Perform journal entries and reconciliations
- Process accounts payable and receivables.
- Data entry and payment processing.
- Enter data into accounting software and create reports
- Handle Accounts Payable and Accounts Receivables
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Provide assistance and support to company personnel.

Crystal Synthetic Pvt.Ltd (Chawla group) July-19 to June-20

Accountant (Accounts officer) + Sales coordinator.

Duties:

- Update daily journal vouchers (J.V)
- Preparation of cash receipts & cash payment vouchers.
- Preparation of bank receipt & bank payment vouchers.
- Bank reconciliations.
- Checking invoices.
- Verify bank details regularly.
- Preparing of demand orders (D.O)
- Preparing of purchase orders (P.O)
- Preparing of sale orders (S.O)
- Oracle based working.

Vios Pharmaceuticals Pvt.Ltd June-2020 to March-2021

Accounts officer (Accountant)

Duties:

- Daily enter key data of financial transactions in database.
- Reconcile accounts in a timely manner.
- Perform filing and record keeping tasks.
- Assist with entering general ledger journal entries as needed.
- Preparation of cash receipts & cash payment vouchers.
- Preparation of bank receipt & bank payment vouchers.
- Bank reconciliations.
- Checking invoices.
- Auditing all invoices of expenses & collections.
- Prepare bank deposits, general ledger postings and statements.

Superior University (TSG) March-21 to Nov-21

Working as a Hostel Accountant for Superior Group @ university campus.

Duties:

- Compiled general ledger entries on short schedule with 100% accuracy.
- Provided journal entries and performed accounting on accrual basis
- Preparation of cash receipts & cash payment vouchers.
- Preparation of bank receipt & bank payment vouchers
- Updating of collections in excel & oracle software.
- Maintaining daily cash ledgers.
- Closing of cash on daily basis.
- Bank reconciliations.
- Expenses on behalf of university
- Managing 2 other departments their cash imbursement & reimbursement.
- Auditing all invoices of expenses & collections.
- Analyze data & present reports of financial statuses.
- Improved accuracy & completeness of financial records.
- Maintain cash flows & transfer cash to head office on daily basis
- Corporate with Chief Financial officer (cfo) for financial handlings.

Software

- Oracle
- Tally
- Quick-book
- MS Office Microsoft word, Excel, PowerPoint.

Diploma

- Having diploma in AutoCad+3D max from **Actma Textile**.

Other Skills

Strong interpersonal & verbal communication skills, presentation skills & can work efficiently in a team.

Professional Skills

- Creative team leadership, task oriented & good team player.
- Good technical, communication & presentation skills.
- Highly motivated, organized & punctual worker.

Areas of interest/activities

- I like to take part in team & social activities. (Football)
- Audit.
- Accounts.
- Reading books.

References

- Reference may be furnished upon request. *-*