

Abdul Quddoos



+92-305-212-000-6



Street No#03 House No#03

Y Block Peoples Colony Vehari Pakistan.

Summary

Meticulous accountant, offering over 3 years' professional experience in executing critical accounting functions to include financial audits, accounts reconciliations, as well as tracking and correcting finances. Adept at delivering comprehensive financial reports to facilitate financial decision and promote efficiency.

Skills

- Office Management
- ERP Oracle software
- Standards of accounting
- Data analysis
- Effective communication
- Problem-solving
- Service orientation
- Teamwork
- Project Management

Language Competency

- Well versed in Urdu, English, Punjabi,
- Keen to learn about new cultures and languages

Work History

Executive Sale Coordinator _ 08/2024 to continues
JS Bank.

- EFU life as Sale Coordinator

Accounts Officer – 01/2022 to 09/2024

The University of Faisalabad.

- Bank Accounts Reconciliation.
- Inter Campus Account Reconciliations.
- Posting Bank Receipt Vouchers.
- Posting receivables for Financial Module.
- Preparing funds collection status, defaulter's/Clearance reports or Notifications for fee collection schedules.
- Assigning working tasks to other team member as per instructions from time to time.
- Reconcile employees' loan & advance (ledgers)
- Prepare salaries senior & junior staff.

MTO (PPC) – 05/2021 to 1/2022

Kamal mills private limited | Hosiery and Towels Faisalabad

- Excel Working.
- Planning,
- Yarn dying planning.

Internship – 07/2020 to 12/2020

Choudhary Medicine Company PVT LTD

- Assisting with billing, collections.
- Providing financial services such as audits, accounting
- Budgeting services to medical providers such as hospitals, clinics, and physicians' offices
- System Reconciliation
- Monthly profit and loss
- Excel Working.
- Planning,

Education

- **MBA (3.5 years) Banking & Finance**
University of Agriculture Faisalabad -2021
- **B. Com (Banking)**
Bahauddin Zakariya University Multan -2017
- **D.Com (Banking)**
GCC Vehari (P.B.T.E Lahore -2013
- **Matriculation (Science)**
B.I.S.E Multan, Pakistan - 2011