
SAIM AYUBAWAN

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ACCOUNTING OFFICER PROFILE – With 13 years of experience

EXPERT IN: Reconciliation of transactions • Inventory Counts Management • Asset Verification Support • Records Organization • Compliance Adherence • Information provision • Cash Handling • Payment Allocation • Voucher Preparation • Bank Liaison • Payment Verification • Budget Reconciliation • Budget Tracking • Invoice Management • Account Reconciliation • Inter-Company Reconciliation • Bank Communication • Reporting Support • Customer Collections

Experienced Accounting Officer with a strong skill set in maintaining precision and compliance. Proficient in tasks such as meticulously reconciling daily sales transactions and cash receipts, ensuring accuracy in inventory management, and verifying stocks and fixed assets for precise financial reporting.

~ Technically proficient in Accounting Software i.e. Peachtree, QuickBooks, MS Office Skills like, Advanced formatting, Data Analysis forecasting, setting up a database, pivot tables, spread sheets etc. and MS PowerPoint, making presentations

■ PROFESSIONAL OVERVIEW

- Adept at organizing critical documents like Sales Reports and Reconciliation while strictly adhering to finance manuals and company directives, fostering a culture of regulatory excellence.
- Demonstrates expertise in handling cash, from receiving payments and preparing vouchers to maintaining transparent records. Establishes strong relationships with banks and suppliers, guaranteeing timely fund disbursements.
- Proficient in budget management, conducting meticulous reconciliations, and providing real-time tracking for informed decision-making. Additionally, excels in customer invoice posting and reconciliation.
- Notably, uncovered fraudulent activity, leading to corrective action, showcasing unwavering integrity. An ideal Accounting Officer combining precision, compliance, and a commitment to financial excellence.

■ PROFESSIONAL EXPERIENCE

ALMARAI CO. KSA, Abha || **Accounting Officer** || Aug 2018 – Aug 2023

- Successfully maintained daily reconciliation of sales transactions and cash receipts within the Depot, ensuring accurate processing and balanced records every day.
- Conducted physical counts of product wastage and damage before disposal, guaranteeing alignment with recorded counts and proper handling by logistics personnel. Implemented spot checks to uphold date code policy compliance during wastage counts.
- Contributed to accurate financial reporting by assisting Accounting officer in verifying Stocks and Fixed Assets periodically. Ensured timely electronic transmission of daily sales forecast and orders to CPP, optimizing operational efficiency.
- Efficiently managed and organized Accounting records, including Sales Reports, Reconciliation, Receipt Books, and other vital documents, ensuring they were securely stored and easily accessible when needed.
- Diligently adhered to Finance manual and company directives, ensuring strict compliance with established guidelines, procedures, standards, and policies, contributing to a culture of regulatory excellence.
- Maintained a keen awareness of job-related activities and consistently provided timely, concise management and financial information to assist the AO and ITA, contributing to informed decision-making.
- Received cash from salesmen following strict compliance with the daily route summary, verified against Sales and Route Accounting System (SARAS). Ensured accurate handling of daily, weekly, and monthly SARAS data and sales reports.
- Successfully allocated daily payments based on Salesman Settlement Confirmation & Receipts, ensuring precise sorting of cash collections in accordance with bank requirements before lodgment.

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DEFENCE HOUSING AUTHORITY ISLAMABAD (DHAI) || Accountant || Mar 2014 – Nov 2017

- Proficiently prepared payment vouchers using computerized accounting software, ensuring accuracy and efficiency in financial transactions and record-keeping.
- Effectively liaised with the bank for the preparation of cheques and pay orders to be issued to suppliers, ensuring timely and accurate disbursement of funds.
- Verified all payments related to vendors, contractors, and suppliers, while providing comprehensive reports to the Assistant Manager and Manager Finance for informed decision-making.
- Conducted meticulous reconciliation of budget heads using online Accounting Software, ensuring expenses aligned with MS Excel records, contributing to accurate financial management.
- Consistently updated allocated, spent, and available budgets on a daily basis, enabling real-time financial tracking and informed decision-making.

FUTURE CONSTRUCTIONS (PVT) LIMITED, Rawalpindi || Senior Accountant || Jul 2010 – Jan 2014

- Efficiently posted and verified daily system-generated customer invoices, ensuring accurate and timely financial records for seamless business operations.
- Successfully reconciled customer accounts with accounting software on a daily basis, maintaining accurate financial records and ensuring transparency in transactions.
- Conducted weekly reconciliation of inter-company accounts, promptly addressing and adjusting any discrepancies, contributing to accurate financial reporting and fostering smooth inter-departmental relationships.
- Maintained daily communication and follow-up with local banks, ensuring prompt and efficient handling of financial matters and fostering strong banking relationships.
- Provided direct and timely reports to the Senior Manager Accounts and Finance regarding the recovery position, contributing to effective financial decision-making and debt recovery strategies.
- Consistently ensured timely collections from all customers while nurturing positive relationships with existing clients, fostering financial stability and customer satisfaction.

■ SCHOLASTICS PORTFOLIO**► MBA (Finance), HITEC University Taxila, 2010 ▪ Passed with 3.17 CGPA**

- *Corporate Finance, Strategic Management, Financial Management, International Business, Management Accounting, Entrepreneurship*

► BCOM, Punjab College of Commerce, Rawalpindi, 2003 ▪ Passed with 1st Division

- *Business Communication & Report writing, Information Technology, Financial Reporting, Auditing, Company Law, Taxation, & Cost Management Accounting*

■ PERSONAL DOSSIER**Date of Birth:** 05 Jul, 1983 || **Languages Known:** English, Urdu, and Arabic || **Nationality:** Pakistani**Residential Address:** H # 13, Street # 09, Sector C, Defence Housing Authority Islamabad (DHAI), Phase 1, Pakistan~ References shall be furnished upon request ~