

MAAZ MEHMOOD

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PROFESSIONAL SUMMARY

A determined and driven individual, I aspire to find the opportunity to work in a fast-paced and challenging environment that will encourage me to learn and grow professionally. I am well-versed in the construction industry and am eager to leverage my skills and experience to contribute to the success of your organization.

SKILLS

Technical Skills: Quickbooks, MS Suite, Tally Prime, Canva, Data Entry

Soft Skills: Leadership, Strong Communication, Analytical Thinking

WORK EXPERIENCE

Assistant Finance Manager

Apr 2025 - Present

Kashmir Education Foundation, Rawalpindi, Pakistan

Achievements

- Played a key role in assisting senior management with financial planning.
- Managed tax-related processes, ensuring that all filings were completed accurately and on time, reducing the risk of penalties and legal issues.
- Conducted in-depth tax planning and analysis, identifying deductions, exemptions, and strategic approaches to minimize tax burdens while maintaining full regulatory compliance.
- Led the reconciliation of accounts to detect discrepancies early, ensuring that financial statements reflected a true and fair view of the company's financial position.
- Supervised junior accountants, providing guidance and training to improve team performance.

Job Responsibilities

- Guided financial planning by assisting senior management in developing strategies that aligned with business objectives.
- Ensured tax compliance by overseeing timely filings, reporting, and adherence to regulations.
- Supervised tax planning by identifying opportunities for tax savings and ensuring regulatory adherence.
- Managed account reconciliations, ensuring accuracy in financial reporting and resolving discrepancies

Accounts Executive

Mar 2024 - Mar 2025

Prosperity Group, Rawalpindi, Pakistan

Achievements

- Hands-on experience in financial reporting, journal entries, and reconciliations.
- Assisted in streamlining month-end closing processes for improved efficiency.
- Supported payroll and expense tracking with accurate data entry.
- Improved document organization and recordkeeping.

Job Responsibilities

- Assisted in recording journal entries and maintaining accurate financial records.
- Supported the month-end closing process by preparing reconciliations and financial summaries.
- Conducted bank reconciliations to ensure accuracy in cash flow reporting.
- Helped with payroll processing, including wage allocations and deductions.
- Assisted in financial data entry, invoice processing, and expense tracking.
- Organized and maintained accounting documents for easy retrieval and audit readiness.

- **Supported** accounts team in reconciliations, statement preparation, and transaction management, contributing to a 15% reduction in processing time.
- **Conducted** detailed financial research to support decision making processes, enhancing accuracy in monthly reports.
- **Collaborated** with banking professionals to compliance with standards, contributing to 100% adherence to regulatory requirements.

EDUCATION

Bachelor of Accounting and Finance

2020 - 2024

National University of Modern Languages, Punjab, Pakistan

AREAS OF EXPERTISE

Data Reconciliation

Ensuring data accuracy by systematically comparing and verifying records across various financial sources. This process helps in identifying discrepancies and maintaining consistent, reliable financial information.

Financial Reporting

Compiling and presenting financial data in a clear, organized manner to support decision-making and transparency. Involves preparing statements and reports that reflect the organization's financial performance and position.

Transaction Processing

CERTIFICATIONS

QuickBooks Online ProAdvisor

LANGUAGES

English: Complete Professional Proficiency
Urdu: Native or Bilingual Proficiency