

Noor ul Arfeen

Accounts and Finance | CFA Level I – In Progress

Contact: +92-334-5688371

Email: arfeench89@gmail.com

Address: Jhelum, Pakistan

Professional Summary

Highly motivated and detail-oriented accounting professional with hands-on experience in bookkeeping, financial reporting, and data analysis. Skilled in preparing accurate financial statements, reconciling accounts, and conducting performance analysis to support informed business decisions. Proficient in accounting software, including QuickBooks, and advanced MS Excel tools for data management and reporting. Demonstrated ability to manage daily financial operations, ensure compliance with accounting standards, and contribute to efficient process improvements. Adept at working in fast-paced environments, collaborating with cross-functional teams, and maintaining confidentiality in handling sensitive financial data. Currently pursuing CFA Level I to further strengthen expertise in investment analysis and financial management.

Skills and Core Competencies

Accounting & Financial Management Skills | Financial Reporting & Analysis | Ledger Maintenance & Reconciliation | Budget Preparation & Forecasting | Accounts Payable & Receivable | Payroll Processing | Taxation Basics & Compliance | Cost Control & Variance Analysis | Cash Flow Management

Analytical & Problem-Solving Skills | Horizontal & Vertical Analysis | Ratio Analysis & Performance Indicators | Financial Data Interpretation | Risk Assessment | Audit Assistance & Compliance Review | Decision-Support Reporting

Management & Administrative Skills | Accounting Operations Supervision | Office Workflow Management | Document & Record Management (Digital & Physical) | Inventory & Resource Coordination | SOP Implementation

Communication & Collaboration Skills | Cross-Departmental Coordination | Client & Vendor Communication | Report Presentation & Documentation | Professional Email Correspondence | Team Support & Collaboration

Digital & Technical Skills | QuickBooks | Microsoft Excel (Pivot Tables, VLOOKUP, Advanced Formulas) | Microsoft Word & PowerPoint | Financial Modeling Tools | Data Entry & Accuracy Management

Education

CFA Level I – In Progress (Preparing for Exam)

Bachelor of Science in Accounting and Finance | University of the Punjab – Punjab, Pakistan | 12/2021 – 08/2025

- GPA: 3.90/4.0

Work Experience

Accountant | BrainSoul Technologies | Jhelum, Pakistan | 12/2023 – 03/2025

- Managed daily accounting operations, including accounts payable, accounts receivable, and general ledger postings.
- Prepared monthly, quarterly, and annual financial statements in compliance with accounting standards.
- Reconciled bank statements and maintained accurate cash flow records to ensure financial transparency.
- Assisted in budget preparation, variance analysis, and forecasting activities.
- Processed payroll, maintained employee records, and ensured timely disbursements.
- Monitored and reported on outstanding invoices, reducing overdue receivables by streamlining follow-up processes.

Accounting Intern | University of the Punjab | Jhelum, Pakistan | 12/2024 – 05/2025

- Maintained accurate and up-to-date financial records in accordance with accounting standards.
- Entered financial transactions into accounting systems with a high degree of accuracy.
- Assisted in preparing monthly and quarterly financial statements and management reports.
- Conducted horizontal and vertical analyses to assess financial performance and identify trends.
- Applied ratio analysis techniques to evaluate organizational financial health.

Volunteer | District Administration – Atta Distribution Program | Jhelum, Pakistan | 03/2023 – 04/2023

- Coordinated with citizens to ensure fair distribution of resources during a government initiative.
- Maintained accurate distribution records and inventory logs.
- Supported smooth execution of the program under district-level supervision.