

JUNAID MALIK

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Professional Summary

Dedicated and detail-oriented **Accounts Officer** with over **10 years of progressive experience** in financial management, bookkeeping, taxation, and reporting. Skilled in **accounts payable/receivable management, reconciliations, payroll, and financial reporting**, with proficiency in **QuickBooks and Microsoft Office tools**. Demonstrated ability to support organizational growth through accurate financial data analysis, compliance with taxation requirements, and timely reporting to senior management.

Core Competencies

- Financial Accounting & Reporting
 - Accounts Payable & Receivable Management
 - Bank Reconciliation
 - Payroll Processing & Taxation
 - Journal Entries & Month-End Closing
 - Financial Analysis for Decision-Making
 - QuickBooks & Microsoft Office (Excel, Word, PowerPoint)
 - Tax Data Preparation & FBR Compliance
 - Strong Communication & Interpersonal Skills
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Professional Experience

Accounts Officer

Codes Orbit | Islamabad, Pakistan

April 2021 – Present

- Maintain complete books of accounts, ensuring accuracy and compliance.
- Manage accounts payable and receivable including ledger reconciliations.
- Prepare monthly profit & loss statements and customized financial reports.
- Handle payroll preparation, salary disbursement, and withholding tax compliance.
- Submit monthly withholding income tax statements and prepare data for annual FBR returns.
- Perform bank reconciliations, adjusting journal entries, and month-end closings.

Accounts Officer

Protech Solutions Pvt. Ltd. | Islamabad, Pakistan

Feb 2013 – April 2021

- Recorded daily bank receipts and payments in QuickBooks.
- Conducted monthly bank reconciliations and finalized payroll.
- Prepared adjusting journal entries, reconciled accounts, and closed monthly books.

- Prepared profit & loss statements and financial reports for management.
 - Ensured accuracy of accounts payable and chart of accounts reconciliations.
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Education

- **B.A (General)** – AIOU Islamabad(2019)
 - **F.Sc. Pre-Engineering** – Federal Board, Islamabad (2015)
 - **SSC (Matriculation)** – Federal Board, Islamabad (2009)
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Trainings & Certifications

- Office Automation Course (3 Months) – MS Word, Excel, PowerPoint, Typing, Email, Scanning & Printing
 - Two-day Entrepreneurship Activity – National University of Modern Languages (NUML), Islamabad
 - International Conference on “Emerging Markets” – NUML, Islamabad
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Languages

- English (Fluent)
 - Urdu (Fluent)
 - Punjabi (Native)
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Personal Attributes

- Self-confident, hardworking, and results-driven
 - Strong analytical and problem-solving abilities
 - Quick learner with a passion for continuous improvement
 - Devoted to quality and organizational growth
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