



OMER SHAHZAD

ACCOUNTS OFFICER/ASSISTANT MANAGER ACCOUNTS 📍 RAWALPINDI, PAKISTAN ☎ +923075499765

◦ DETAILS ◦

Rawalpindi
Pakistan
+923075499765

omer.shahzad5499@gmail.com

◦ LINKS ◦

[Linkedln](#)

◦ SKILLS ◦

Financial Reporting

Budget Management

Accounts Payable

Taxation

Financial Analysis

Bank Reconcilliation

Voucher Examination

Auditing

Microsoft Office

Oracle

Quickbooks

◦ LANGUAGES ◦

English

Urdu

Punjabi



PROFILE

Dedicated Accounts Officer with 4 years of experience in corporate sector, adept at managing financial reporting, accounts, and budgets. Effective communication, and multitasking skills. An enthusiastic learner with a goal to become a leader in the field.



EMPLOYMENT HISTORY

Accounts Officer at State Life Insurance Corporation of Pakistan

Feb 2021 — Feb 2025

As an Accounts Officer at State Life Insurance Corporation of Pakistan, I am responsible for managing financial transactions, preparing financial reports, and ensuring compliance with accounting standards. My key accomplishments in this role include:

- Efficiently managing accounts payable and accounts receivable processes.
- Preparing accurate financial statements and reports for internal and external stakeholders.
- Implementing improved bookkeeping and budgeting processes to enhance financial management.
- Providing exceptional customer service and resolving any financial issues or concerns.

Business Development Officer at Meezan Bank Pvt Ltd, Rawalpindi

Dec 2018 — Aug 2019

- Retail Banking Sales
- Customer Relationship Managment
- Floor Management



EDUCATION

M.COM, Riphah International University, Islamabad

September 2018 — September 2020

CGPA 3.60/4

B.COM, University of the Punjab, Lahore

October 2013 — August 2015

59%

HSSC, Fauji Foundation College for Boys, Rawalpindi

August 2011 — August 2013

61%

SSC, Aviation Army Public School, Rawalpindi, Rawalpindi

April 2009 — July 2011

89% with Certificate of Merit



COURSES



Certificate in Information Technology, Supertech Institute of Computer Sciences, Rawalpindi

May 2015 — October 2015



English Language Course, Domino English Learning Center, Rawalpindi

December 2015 — March 2016



Entrepreneurship, The Chinese University of Hong Kong

2020 — August 2020

