

Zubair Sadiq

Fazal Town Phase 2, Rawalpindi (+92 335 5276 677) | zubairkhansadiq95@gmail.com

Profile

Detail-oriented and results-driven accounting professional with over Nine years of experience in Accounts Payable, Accounts Receivable, and general accounting functions. Skilled in handling end-to-end financial transactions, including trial balance preparation, reconciliations, month-end closing, and financial reporting. Possesses solid knowledge of procurement processes, ensuring smooth coordination between finance and purchasing functions. Adept at maintaining compliance with accounting standards, supporting audits, and streamlining workflows. Equipped with strong analytical and leadership skills, now seeking to advance into a Professional Accountant role to contribute to high-level financial management and strategic planning

Experience

ACCOUNTS EXECUTIVE | BESTWESTERN CENTRAL RWP | JULY 2025 – PRESENT

- Managed Accounts Receivable and Accounts Payable processes, ensuring timely invoicing, payment collections, and vendor disbursements.
- Prepared and maintained Trial Balance, ensuring accuracy of general ledger postings.
- Conducted bank and ledger reconciliations to ensure alignment of internal records with external statements.
- Assisted in the preparation of monthly, quarterly, and annual Balance Sheets and other financial statements.
- Monitored aging reports, followed up on outstanding receivables, and resolved discrepancies with clients and vendors.
- Ensured compliance with accounting standards and internal controls during transaction recording.
- Supported month-end and year-end financial close activities, including journal entries and account analysis.
- Collaborated with auditors during internal and external audits, providing necessary documentation and clarification.

ACCOUNTS PAYABLE | TELAL RESORT LLC UAE | SEP 2016-JUNE 2024

- Processed vendor invoices, matched with purchase orders and goods received notes, and ensured timely and accurate payments.
- Performed monthly reconciliations of accounts payable ledger to vendor statements, resolving any discrepancies.
- Assisted in the preparation and review of the trial balance, ensuring accuracy of payable-related accounts.
- Supported month-end closing by preparing accruals, reconciling AP sub-ledgers to the general ledger, and ensuring all invoices were posted.
- Monitored due dates and aging reports to maintain positive supplier relationships and avoid late payment penalties
- Assisted in generating and verifying financial reports for management, including payable summaries and payment forecasts.
- Maintained organized records of all payable transactions and ensured compliance with internal controls and audit requirements
- Coordinated with procurement and finance teams to resolve invoice mismatches and payment queries efficiently.

RECEPTIONIST | DHL ABBOTTABAD | MAY 2015-JUNE 2016

- Greeted and assisted clients, couriers, and visitors in a professional manner.
- Handled incoming and outgoing calls, emails, and inquiries related to courier services.
- Managed shipment documentation, waybills, and dispatch records accurately.
- Coordinated with delivery staff and tracked shipments to ensure timely dispatch and receipt.
- Maintained front desk operations, including scheduling pickups and logging courier entries.
- Provided customer support and resolved basic service issues promptly.

Education

BACHELOR OF COMMERCE | SEPT 2019 | HAZARA UNIVERSITY, MANSEHRA KPK

FSC | JULY 2014 | GOVT POSTGRADUATE COLLEGE, ABBOTTABAD KPK

Skills & Abilities

- Accounts Payable Receivable
- Trial balance & Balance Sheet Reconciliation
- Fx Finance
- Oracle Fusion
- Oracle ERP
- Opera
- Microsoft Excel

Languages

- Urdu
- English
- Arabic

Reference

- Will be provided upon demand