



Umar Saeed

Aspiring Accounts Professional



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May 13, 1991



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Why *Umar*?

- Conscientious and proficient accounting and finance executive possessing in-depth knowledge of accounting principles and their practical implementations; adept at account payables and receivables, budget management, and financial reporting
- Result-oriented professional holds sound comprehension of analytically scrutinizing finances, enhancing efficiency in costing and reconciliations; skilled at multitasking between handling documentations & daily jobs. Capable of efficiently collaborating with team members to obtain business & financial goals; effective at planning, organizing and managing financial matters
- Diligent individual has detailed understanding analyzing financial conditions, identifying deviations, determining specific, measurable & time-measured accounting objectives; recommending solutions for improvements in business activities

CORE STRENGTHS & ENABLING SKILLS

- | | | |
|---------------------------|---------------------------------|------------------------|
| ▪ Accounting Management | ▪ Research Analysis | ▪ Financial Reporting |
| ▪ Data Entry | ▪ Accounts Payable & Receivable | ▪ Communication Skills |
| ▪ Account Reconciliations | ▪ Cash Flow Analysis | ▪ Presentation Skills |

PROFESSIONAL EXPERIENCE

Working as **"Finance Officer"** 9th September 2022 to Present at Toyota Rawal Motors Swan Camp Rwp
Diya Pakistan Office, Rawalpindi, Pakistan

Worked as **"Operations Assistant"**,

3rd. February 2020 – 15th Dec 2021 Worked as **"Accountant"**, 16th

Dec2021- 31stMay 2022 **Responsibilities/Accomplishments:**

- Assiduously acting as second-in-command to manager, and taking care of all duties in their absence, assisting with operational issues. Scheduling meetings and team building sessions as required
- Providing excellent customer service and maintaining relationships with vendors. Preparing and filing forms and other documents; assisting with recruitment and onboarding processes. Taking inventory and ordering office supplies as needed

Islamabad Board (Pvt.) Limited, Pakistan

Worked as **"Accountant"**, October 2017 – November 2019

Responsibilities/Accomplishments:

- Skillfully oversaw financial operations of company and adeptly handled company payables and receivables. Systematically evaluated accurate financial reports, in-lined with company processes including payroll, ledger and cash management
- Studied company's financial statements, relating it to ongoing business trends to redesign investment plans and managed its collectibles and receivables to organize sales and stock reports

PROFESSIONAL QUALIFICATION

- **University of Punjab, Lahore, Pakistan (2012)**

B.Com

Rawalpindi, Pakistan

