

Saba Shabbir

Accounts & Admin Coordinator

+92 309 2142922 ssaba3585@gmail.com Satellite Town, Rawalpindi, Pakistan

SUMMARY

I am an experienced Accounts and Admin Coordinator with a strong background in financial management, administration, and customer relations. My expertise encompasses maintaining accurate financial records, managing budgets for various projects, and implementing effective office systems. With a proven track record in both accounting and administration roles, I am committed to contributing to organizational success through effective financial strategies and excellent communication.

EXPERIENCE

Accounts & Admin Coordinator

Islamabad, Pakistan

Islamabad Pools

2025 - Present

A company focused on providing pool installations and services

- Manage and maintain accurate financial records, accounts, and day-to-day bookkeeping activities.
- Handle invoicing, bank reconciliations, journal entries, and GST-related transactions efficiently.
- Operate accounting software and ERP systems, including Tally, for financial reporting and data management.
- Perform stock inventory management, stock audits, and all related accounting functions.
- Manage FBR invoicing, submission of sales tax invoices, and reconciliation of inward and outward invoices.
- Provide administrative support, maintain organized physical and digital filing systems, and ensure strict confidentiality of sensitive information.

Part Time Office Assistant

Gwadar, Pakistan

Al-Wattan International Agency - Gawadr

04/2023 - Present

- Manage daily schedules and calendar appointments for the Executive Manager.
- Prepare and distribute memos, reminders, and official communications.
- Coordinate and organize meetings, including agendas and follow-ups.
- Maintain and organize accurate data entries and records.
- Ensure smooth administrative operations and timely task completion.

Accounts Officer

Islamabad, Pakistan

Real Investment Marketing

2023 - 2024

A firm specializing in real estate marketing and investment

- Managed accounting and administrative operations, ensuring accurate financial records and smooth office functioning.
- Conducted detailed financial analysis to assess the profitability and viability of real estate investments.
- Prepared and monitored budgets for multiple real estate projects, ensuring effective cost control and optimal resource allocation.
- Developed accurate financial forecasts and reports to support strategic planning and investment decisions.
- Coordinated administrative tasks, documentation, and compliance requirements for ongoing projects.
- Maintained strong financial controls and ensured timely reporting to management.

Technical Machines Inventory & Sales officer

Karachi, Pakistan

Kausar Trade Distributor (KTD)

2018 - 2022

A distribution company dealing in various consumer products

- Identified and addressed customer challenges to ensure satisfaction and retention as a Sales Associate.
- Managed inventory of technical machines, ensuring accurate stock records and timely availability.
- Coordinated sales activities, including order processing, invoicing, and customer follow-ups.
- Monitored stock movement, conducted regular stock checks, and resolved discrepancies.
- Provided technical product information and support to customers to assist purchasing decisions.
- Maintained sales reports, inventory logs, and documentation for management review.
- Coordinated with suppliers and internal teams to ensure efficient inventory control and sales operations.

Internship

2017

Production and HR/Admin AI-sons Industries PVT LTD.

- Assisted in production planning and monitoring to support smooth manufacturing operations.
- Supported HR activities, including attendance management and employee record maintenance.
- Helped with administrative tasks such as filing, documentation, and office coordination.
- Assisted in maintaining production reports and daily operational records.
- Coordinated between production staff and management for routine requirements.
- Supported compliance with workplace policies, safety procedures, and company guidelines.

EDUCATION

DAE in Mechanical
P.S.T.C KARACHI

Karachi, Pakistan
2015 - 2017

2011

Matriculation
Board of Secondary Education

SKILLS

Typing (Fast & Accurate), MS Office (Professional Level), AutoCAD (Basic Knowledge), Strong Computer Applications, Cash Handling, Tally, ERP, FastAccounts, Bookkeeper, FBR E-Invoicing, IRIS (FBR Online Portal), Time Management, Teamwork & Coordination, Social Media Account Handling

STRENGTHS

Strong Analytical Skills Able to analyze data and reports to support accurate inventory and sales decisions.	Attention to Detail Ensures precise record-keeping for stock, sales transactions, and documentation.	Technical Knowledge Possesses sound understanding of technical machines and their specifications.
Time Management Effectively prioritizes tasks to meet deadlines and maintain smooth operations.	Communication Skills Communicates clearly with customers, suppliers, and internal teams.	Problem-Solving Ability Quickly identifies issues in inventory or sales processes and implements practical solutions.

KEY ACHIEVEMENTS

Inventory Optimization Successfully reduced stock discrepancies through improved tracking and regular audits.	Sales Growth Contributed to increased machine sales by providing accurate technical guidance to customers.
Efficient Stock Control Implemented effective inventory control practices, ensuring timely availability of machines.	Improved Financial Reporting Implemented accounting software, reducing errors and ensuring timely financial statements.

LANGUAGES

English	Urdu	Sindhi
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INDUSTRY EXPERTISE

Production Operations Support	HR & Administrative Coordination	Documentation and Reporting
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