

# SAAD ABID

Accounts Officer

Sector B, DHA Phase 3, Islamabad, Pakistan | +92 332 5875585 | saadabid091@gmail.com  
linkedin.com/in/saadabid01

## PROFILE SUMMARY

I am detail-oriented and analytical Accounts Officer with hands-on experience in payroll management, bank reconciliation, accounts payable, expense management, and tax compliance. I am adept at maintaining financial accuracy, preparing reports, and supporting audits. Proficient in QuickBooks Online, Microsoft Excel, and financial statement analysis. I demonstrate strong communication, teamwork, and problem-solving skills with a commitment to delivering efficient and timely results.

## PROFESSIONAL EXPERIENCE

**Accounts Officer** | October 2024 – Present

**COMTANIX** (Business Process Outsourcing) – Rawalpindi, Pakistan

- Manage monthly payroll processing for staff, ensuring accuracy and compliance with tax deductions.
- Perform bank reconciliations to match company ledgers with the bank statements.
- Process and record vendor payments and accounts payable, maintaining proper documentation.
- Track petty cash and record daily expenses.
- Assist with tax management, ensuring timely filing and deductions in line with government regulations.
- Support management in preparing financial summaries and cost reports.

**Accounts Intern** | July 2023 – August 2023

**ENVOY FACILITATION SERVICES (PVT) LTD.** – Islamabad, Pakistan

- Assisted in preparing financial statements and reports for internal review.
- Recorded daily financial transactions and supported reconciliation of accounts.
- Worked with senior accountants on voucher preparation, expense tracking, and document verification.

## CORE COMPETENCIES

- Payroll & Expense Management
- Bank Reconciliation
- Accounts Payable & Receivable
- Tax Preparation & Withholding
- QuickBooks & MS Office (Excel, Word, PowerPoint)

- Data Entry & Documentation Accuracy
- Communication & Team Collaboration

## EDUCATION

### **Association of Chartered Certified Accountants (ACCA)**

Part-Qualified (9 out of 13 papers exempted) | 2025 – Present

### **Bahria University, Islamabad**

Bachelor of Science in Accounting and Finance | 2020 – 2024

## NON-PROFIT EXPERIENCE

### **Al-Fatima Islamic Public School**

Community Service Program – Volunteered in educational and administrative activities supporting underprivileged students.

## LANGUAGES

- English – Fluent
- Urdu – Native
- Kashmiri – Native
- Punjabi – Conversational

## References

Can be furnished upon request