

AYAZ QURESHI

✉ ayazq146@gmail.com

☎ 0312-7607526

📍 Bank Colony, Dhamial Camp, Rawalpindi

📅 1990-11-10

💍 Married

👤 PROFILE

Detail-oriented accounting professional with 6+ years of experience in bookkeeping, accounts receivable/payable, payroll, and cash-flow management. Skilled in Microsoft Office, ERP Dynamics 365, and QuickBooks. Strong ability to multitask, meet deadlines, and maintain accuracy in high-pressure environments. Seeking to contribute expertise in a dynamic finance or accounting role.

📁 EXPERIENCE

Accountant 07/2024 – Present | Rawalpindi
Lal Technology Pvt. Ltd.

- Managing daily accounting operations, including bookkeeping and financial reporting.
- Handling petty cash, expense tracking, and vendor payments.
- Recording transactions in ERP Dynamics 365 and preparing monthly reconciliations.

Accountant 02/2018 – 03/2024 | Islamabad
Akhuwat Islamic Microfinance

- Managed accounts receivable and payable, ensuring timely payments and accurate records.
- Processed payroll and maintained employee financial records.
- Monitored cash flow, prepared daily financial summaries, and maintained ledgers.
- Entered and verified financial data with accuracy and compliance.

🎓 EDUCATION

B.Com (Accounting, Math, Economics) 2011 – 2015
Punjab University

I.Com (Accounting, Math, Economics) 2009 – 2011
BISE Lahore

Matric (Science) 2007 – 2009
BISE Lahore

🧠 SKILLS

Microsoft Office (Excel, Word) • ERP Dynamics 365 • QuickBooks •
Data Entry & Record Keeping • Petty Cash Handling • Cash Flow Management •
Accounts Receivable & Payable • Payroll Processing • Bookkeeping •
Ability to Work Under Pressure • Multitasking

LANGUAGES

Pashto, English, Urdu

INTERESTS

- Cricket
- Traveling
- Watching Movies