

ARBA NASEEM

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Professional Summary

Dedicated Assistant Accountant with 06+ years of experience in payroll administration, corporate accounting, risk and budget analysis, Petty Cash handling and human resources. Experience also includes extensive knowledge of accounts payable, accounts receivable, collections, financial reporting, and auditing.

Skills and Core Competencies

Technical Accounting | ISO Audit Preparation | Accounts Payable & Receivable | Bank Reconciliations | General Ledger Maintenance | Financial Reporting | Journal Entries | Budget Preparation & Monitoring | Payroll Processing

Software & Tools | Microsoft Excel | QuickBooks | Peachtree | ERP Systems | Adobe Illustrator | Adobe Photoshop

Interpersonal Skills | Verbal and Written Communication | Team Collaboration | Reporting to Senior Accountants or Managers | Vendor and Client Communication

Work Experience

GULF CONSTRUCTORS PVT. LTD, KARACHI | JUNIOR ACCOUNTANT (NOV 2024 – Present)

- Process and reconcile various accounting documents like invoices, journal vouchers, and statements.
- Enter, update, and retrieve accounting data from automated systems.
- Post financial data to appropriate accounts in both manual and automated accounting systems.

HEALTH DEPARTMENT GOV. OF SINDH, KARACHI | ASSISTANT ACCOUNTANT (AUG 2023 – OCT 2024)

- Managed Petty Cash Register, Cash Book, Log Book, Stock Register, Stationary Register, Cheque Detail Register.
- Managed Inventory.
- Prepared Bank Reconciliation and Utilization Report.
- Prepared Financial Reporting and Presentation.
- Assisted in preparation of Agenda Items and Minutes of Meeting for periodic Board Meetings.
- Assisted in Annual Budgeting/Modeling to project Yearly Cash Requirements.

360 BPO SOLUTIONS, Karachi | CALL CENTER REPRESENTATIVE (Jan 2017 – Dec 2018)

- Providing detailed information about products and services.
- Resolving customer complaints and concerns.
- Taking and processing orders.

TAJ MEDICAL CENTER, KARACHI | RECEPTIONIST (MARCH 2014 – DEC 2014)

- Dealing and guide patient for medical exam.
- Taking Detail from patient and entry of all patients in EMS software.
- Checking and completing the paper work.
- Attending the phones and making cash memo.

PAKISTAN STEEL MILLS, KARACHI | ASSISTANT (FEB 2011 – FEB 2014)

- Record Keeping.
- Client Dealing.
- Prepared Pay slips.
- Calculated and checked to make sure payments, amounts and records are correct.

Education

Bachelor Degree in Mathematics, Statistics and Chemistry

Professional Certifications

- Computerized Accounting (ICMA)
- Graphic Designing (SMIT)
- Early Childhood Education & Development
- (IECED)
- Certificate in Information Technology (Global Computer Institute)