



FAIZAN SADIQ

Accountant

My Contact

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🌐 www.upr.edu.pk

📍 Current UAE

✓ Visit Visa

Hard Skill

- Financial accounts and reporting
- Budgeting for coming financial years
- Dule Entry Software
- Annual financial reports
- Reconciliation of financial statements

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- University of Poonch Rawalakot
Bachelor in Finance
Completed in 2012 -2016
- Intermedite
Azad Jammu & Kashmir Board of Intermedite & Secoundery Education Mirpur
Completed in 2012
- Matriculation
Azad Jammu & Kashmir Board of Intermedite & Secoundery Education Mirpur
Completed in 2008

About Me

Dedicated and detail-oriented Accountant with 5 years of experience. Eager to apply proven-Accounts maximization skills on System Software/Mannual Dule Entry System Exenditure & Income related transactions. Special interest in billing, cash books, financial statements, taxation, Budgeting.

Professional Experience

University of Poonch Rawalakot] Accountant
2019-2023 – Present

Key responsibilities:

- Preparation of bills on system software.
- Timly preparation of financial statements
- Budget forcasting of coming financial years
- Keeping record of monthly, quartly & annual closings.
- Compute taxes & prepare tax returns
- Preparation of balance sheet & profit & loss account.
- All accounts cash books preparation.
- Maintaining budget control system.

Computer Skills
2019 – 2023

Key Points:

- Micro soft word, Excel, power point
- Dule entry software
- Instalations of softwares, applications,
- Conversition of PDF, Word, JPJ, PNG to any format
- Microsoft email & browsing.

Personal Qualities

- Key Points:
- Honest, hardworking & regular.
- Efficient & confident
- Self motivated

Achievements

2019 – 2021 on Additional duties, Complition of mega project of University of Poonch Rawalakot of pkr 1218 million, work as Assistant.