



Zain Fazal

Accounts Officer

+92-344-4888104

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Lalamusa, Pskistan

EXPERIENCE

Accounts Officer

Air University ↗

01/2024 - Present

Financial records kept up to date.

Reconciliation of all account's

Preparing variance analysis

Submission of tax return.

Preparation of balance sheets, income statements and other financial statements.

Salary disbursement.

Preparation of monthly/yearly closings.

Keeping record of assets, along with movement recording, tagging etc.

Preparation of vouchers (JVs, BPVs, CPVs) on daily basis.

Maintain accounts payable and receivable log.

Answer client inquiries.

Accounts Officer

Dawat E Islami ↗

07/2017 - 12/2023

Financial records kept up to date.

Reconciliation of all account's

Preparing variance analysis

Submission of tax return.

Preparation of balance sheets, income statements and other financial statements.

Salary disbursement.

Preparation of monthly/yearly closings.

Keeping record of assets, movement recording, tagging etc.

Preparation of vouchers (JVs, BPVs, CPVs) on daily basis.

Maintain accounts payable and receivable log.

Answer client inquiries.

Administrative Office Assistant

Provincial Assembly of The Punjab ↗

01/2017 - 06/2017

To assist a Member Provincial Assembly.

Office Maintenance.

Bookkeeping Assistance.

Meeting Coordination.

SUMMARY

To utilize my advanced expertise in fnance, honed through a master's degree and over six years of hands-on experience, to drive financial excellence and strategic decision-making within a forward-thinking organization. Dedicated to leveraging my analytical prowess and leadership abilities to contribute.

SKILLS

MS Office	Advanced
Accounts Management	Advanced
Accounts Software	Advanced
Data Analysis	Advanced
Communication	Advanced
Report Writing	Advanced
Finance Management	Advanced
Budgeting	Advanced
Time Management	Advanced

LANGUAGES

English	Fluent
Urdu	Native
Punjabi	Fluent

EDUCATION

Management & Business Administration

University of Gujrat

10/2013 - 05/2017

Master of Business Administration

Economics & Mathematics

University of The Punjab

08/2011 - 08/2013

Bachelor of Science