

HUSNAIN SAFDAR

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D.O.B 10th Oct 1993
Address: AL QOUZ, DUBAI



OBJECTIVE:

- An Accounting graduate, seeking an entry position in Accounts, so that I can use my Accounting skills and knowledge to the best.

PROFESSIONAL EXPERIENCE:

Company: Naeem Electronics
Designation: Branch Accountant
Duration: Jan, 2017- July 2019

Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded in **FQMS & SAP**
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly and monthly reports
- Assist senior accountants in the preparation of monthly and yearly closings

Company: Nasir & co.
Designation: Audit Assistant
Duration: Feb 2015- July 2016

Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded
 - Update accounts receivable and issue invoices
 - Update accounts payable and perform reconciliations
 - Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
 - Assist with reviewing of expenses, payroll records etc. as assigned
 - Update financial data in databases to ensure that information will be accurate and immediately available when needed
 - Prepare and submit Daily, weekly and monthly reports
 - Assist senior accountants in the preparation of monthly and yearly closing
 - Assist with other accounting projects
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ACADEMIC QUALIFICATION:

- **Bachelor of Commerce (B.COM – 2015)**
University of the Punjab, Pakistan
 - **Intermediate of Commerce (I.COM - 2013)**
Apex College Sialkot, Pakistan
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TRAINING, DIPLOMA & CERTIFICATES:

- Training in **Accounting Software**
 - Expert in Computer Application, Typing Skill
 - **MS Office** (Word, Excel)
 - English Learning & Training
 - **SAP** Accounting software
 - **FQMS** Accounting software
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COMPETENCIES AND SKILLS:

- Ability to work under pressure
- Building Relationship
- Communication
- Customer Service
- Multi Task Personality
- Problem Solving
- Time management