



SAIRA SADDIQUI

Associate chartered Accountant

An accomplished and dedicate accountant and financial advisor with a proven track record, Iam now seeking a dynamic role in a progressive organization to utilize my expertise inaccounting and finance. I am committed to creating a thriving work environment and delivering exceptional results.



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Abu Dhabi, UAE



[www.linkedin.com/in/saira-](https://www.linkedin.com/in/saira-saddiqui-33550917b)

saddiqui-33550917b

SKILLS

Financial Reporting

Financial Analysis

Preparation of Finnaclel Statements

Auditing

Advance Excel

Tax Compliance

Budgeting and Forecasting

Hard Working

Cash Handling

Team Work

LANGUAGES

Urdu

Full Professional Proficiency

English

Native or Bilingual

WORK EXPRIENCES

Senior Audit associate and Financial Advisor

Kaleem & Company (Chartered Accounts)

06/2020 - 24/06/2023

Etabilished in 1971 Kaleem & Co. is a Pakistani firm specializing in audit,accounting and regulatory compliance for clients.

Achievement /Tasks

Lahore, Pakistan

- ☐ Execute external audits of various organizations from planning stage.
- ☐ Prepared accurate and comprehensive finanacial statements for a diverse range of clients adhering to accounting principles and regulations.
- ☐ Review of entity's control environment and communication with senior management to the preparation and finalization of audit reports and management letter.
- ☐ Reviewed, analyzed and researched tax notices to understand underlying issues,requirments and prepared accurate replies.
- ☐ Carry out review of interim financial information and draw conclusion on financial statements clients.
- ☐ Effective coordination with team and managers.

Contact: Rummaan Rathor[Director Affairs] - +92 333 4133 222

Accounts officer

Lahore Dolphin Show

01/2020 - 12/2022

- ☐ Perform various financial activities, such as preparing draft reports, preparing demand latters, cash handling.
- ☐ Compile daily bills and vouchers, cash receipts at the end of day or shift.

Lahore, Pakistan

General Banking officer

Muslim Commercial Bank

04/2017 - 01/2018

Branch no. 1281 (Internship base tasks)

Lahore, Pakistan

- ☐ Generating Bank Accounts to clients of bank, cash base operation, process the different application of client to bank, dealing with clients complaints, achieving assigned targets.

Admin officer

Farabi College of Commerce

01/2013 - 09/2015

- ☐ Assist to administrative Manager, respond to every phone call, and check emails and response to mail on daily basses.
- ☐ Checking daily attendance of staff and their time-in and time-out.

Lahore, Pakistan.

INTERESTS

International
politics

Hiking

Travelling

PERSONAL INFORMATION

Certificate in Professional Values, Ethics and Attitudes Course

The Institute of Chartered Accountants of Pakistan (ICAP) 2023,Lahore

Certificate of Completion Training

The Institute of Chartered Accountants of Pakistan (ICAP) 2023,Lahore
Under registered with Kaleem & Company Chartered Accountant)

□Academic Qualification:

Master’s in Commerce (accounting and finance) 2016,Lahore
University of the Sargodha

Bachelor’s in Commerce (Accounting and finance) 2014,,Lahore
University of Punjab

Intermediate in Commerce 2012,Lahore
Brook Field collage of commerce

Matriculation 2010,Lahore
Hashmi High School

PERSONAL INFORMATION

Father’s Name: Gulam Rasul Saddiqui

Date of Birth: October 27, 1994

Nationality: Pakistan

Visa Status: Visit