



aamirsaddigue19@gmail.com



971562710178



Rashideya 3, Ajman, United Arab

SKILLS

Financial reporting























Proficiency in accounting









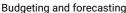
Financial data analysis



















Tax preparation and compliance























LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

REFERENCE

Mr. Adnan Saddique -Administration Lead in Axios International Healthcare - 971 56 298 2899

Aamir Saddique

Junior Accounts Officer

Recent graduate with an Accounting degree and 1 year of experience in accounting roles. Experienced in financial analysis, budgeting, and reconciliation. Skilled in QuickBooks and Microsoft Excel with proven ability to manage multiple tasks and prioritize effectively.

WORK EXPERIENCE

Junior Accounts Officer Next Gen Technologies

07/2022 - 09/2023

Islamahad Pakistan

Mirpur AJK, Pakistan

Achievements/Tasks

- Performed daily bookkeeping tasks such as accounts receivable, accounts payable, bank reconciliations, and general ledger entries.
- Assisted in the preparation of financial statements and budget analysis.
- Prepared and tracked invoices, payments and expenses.
- Organized and updated financial records in compliance with company policies
- Assisted in the preparation of payroll and tax returns.
- Resolved billing issues and discrepancies with vendors and customers.
- Provided timely and accurate reports to management.
- Reconciled bank accounts, credit card statements and other financial documents.

Internship

State Life Insurance Corporation

08/2019 - 02/2020

State Life Insurance Corporation of Pakistan is a semi government insurance corporation providing multiple range of insurance services which includes Life Insurance, Health Insurance, Educational Insurances, Property Insurance, Corporates insurances and Family insurances since 1972.

- Shadowing members of the Accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with bookkeeping software.
- Handling sensitive or confidential information with honesty and integrity.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects to learn more about accounting and office operations.

PERSONAL PROJECTS

Corporate Social Responsibilities on Organizational Performance (08/2020 - 12/2020)

How corporate social responsibilities can be fulfilled t require standards so that organizations can render benefits to the society

EDUCATION

Bachelor in Banking & Finance University of Kotli, AJK, Pakistan

04/2016 - 02/2021

Kotli A.IK Pakistan

Courses

Banking & Finance

ACHIEVEMENTS

Gold Medalist in Bachelor of Banking & Finance (04/2016 - 02/2021)

Completed graduation degree with 3.61 CGPA as the toper of the batch and qualified for Gold Medal program from University of