



# 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.



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Rashideya 3, Ajman, United Arab Emirates

## SKILLS

Financial reporting



Accounts receivable management



Proficiency in accounting software



Financial data analysis



Budgeting and forecasting



Tax preparation and compliance



Payroll processing 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

## WORK EXPERIENCE

### Junior Accounts Officer Next Gen Technologies

07/2022 - 09/2023

Islamabad, 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

Mirpur AJK, Pakistan

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.

Achievements/Tasks

- 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 records.
- 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 to 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 AJK, 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 topper of the batch and qualified for Gold Medal program from University of Kotli AJK.