



Sajid Kanwal

ACCOUNTANT

My Contact

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📍 Al Nahdha Sharjha

Hard Skill

- Financial modeling and reporting
- Data entry in excel sheet
- Financial accounting
- Business valuation
- Support month-end and year-end close process.
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Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- BS Information Technology
The Superior Collage Lahore
Completed in 2012
- I.Com
Govt.M.A.O Collage Lahore

Completed in 2004
- Matric Science
City Model High School Tajpura

Completed in 2001

About Me

• Prepare asset, liability and capital account entries by compiling and analyzing account information. • Document financial transactions by entering account information. • Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports. • Provide technical support and advice on management.

Professional Experience

PEARL CONTINENTAL | Finance Department
2004 to 2008

Key responsibilities:

- Analyze current and past financial data
- Look at recent financial performance and identify trends
- Prepare reports on the above information and communicate the insights of these reports to the broader business
- Consult with the management team to develop long-term commercial plans
- Suggest budgets and improvements based on the above information

LAHORE CHATKHARA | Accountant
2012 – 2018

Key responsibilities:

- Manage balance sheets and profit/loss statements.
- Manage all accounting transactions.
- Compute taxes and prepare tax returns.

FALETTI'S EXPRESS HOTEL | Accounts Manager
2021

Key responsibilities:

- Analyzed financial data
- Observed financial performance and identified trends
- Prepared reports on the above information and reported the insights.

Achievements

2012 – 2018 Reduced the production cost by 20% in the second year of internship.

Accountant Duties and Responsibilities:

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

PERSONAL DETAILS:

- **Father's Name :** Rana Qaiser Kanwal
- **CNIC No. :** 35201-2946439-9
- **Date of Birth :** 06-10-1986
- **Religion :** Christian
- **Gender :** Male
- **Marital Status :** Married

REFERENCES:

- Will be provided on request