

Umar Ali Safdar

Sr. Assistant (Accounts Payable)

Ali view Garden
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OBJECTIVE

A detail-oriented professional with Accounts Payable experience, a BBA in Banking and Finance, and Knowledge in QuickBooks and MS Office. Seeking a challenging accounting role to apply problem-solving and auditing skills, contributing to organizational financial success and continuous personal growth.

EXPERIENCE

State Life Insurance Corporation of Pakistan, Lahore, Pak
Senior Assistant (Accounts Payable)

February 2022 - Till Date

Managing the Panel Business as an Accounts Payable.

Job Duties;

- Approving invoices for payment.
- Verifying the accuracy of invoices.
- Receiving and processing the invoices.
- Review and approve invoices for payment.
- Enter invoices into the accounting system.
- Generate reports on accounts payable activity.
- Resolving Billing disputes.

EDUCATION

1. **Hailey College of Banking and Finance, Lahore, Pakistan**

BBA (Banking and Finance)

October 2019 - January 2022

2. **Govt. Dyal singh College, Lahore, Pakistan**

Bachelor of Science

October 2017 - July 2019



SKILLS

1. Quick Learner
2. Problem Solving skills
3. Team Management
4. Public Dealing
5. Auditing Skills
6. Accounts Payable

LANGUAGES

1. English
2. Urdu

Certificates

1. QuickBooks
2. MS Office