

Hasib Ullah

Accounting Clerk



✉ hasibullah.kp@gmail.com

☎ +971583020529 📍 Dubai, U.A.E

📅 19 Oct 1991 🌐 Single

in <https://www.linkedin/in/hasibullah1>

PROFILE SUMMARY

Dynamic finance professional with a solid foundation in bookkeeping, cashiering, and accounting. Demonstrated success in a construction company, progressing from bookkeeper cum cashier to account assistant over five years. Currently excelling as an accounting clerk in a pharmaceutical company, showcasing adaptability and a proven track record of contributing to financial excellence.

EDUCATION

MBA (Finance), University of Peshawar
Apr 2016 – Mar 2018
Peshawar, Pakistan

BBA (hons), University of Peshawar
Nov 2011 – Mar 2016
Peshawar, Pakistan

COURSES & TRAININGS

SAP (FICO), Computerized Accounting,
Institute of Business & Professional
Development
Karachi, Pakistan

**Data Analytics & Business
Intelligence**,
DigiSkills Pakistan
Islamabad, Pakistan

PROFESSIONAL EXPERIENCE

Accounting Clerk, Human Care Laboratories

Mar 2023 – present | Peshawar, Pakistan

- Maintain organized and up-to-date financial records, including invoices, receipts, and relevant documentation.
- Efficiently process accounts payable and receivable invoices.
- Prepare financial reports and statements for management review.
- Reconcile bank statements and support payroll processing.
- Respond to inquiries from vendors, customers, and internal stakeholders regarding financial matters.

Accounts Assistant,

Sarhad Engineering & Electric Company

Jun 2018 – Nov 2022 | Peshawar, Pakistan

- Oversaw and executed account reconciliations, journal entries, and month-end/year-end close procedures.
- Proficiently utilized MS Excel and QuickBooks for accounting tasks, including financial statement preparation, journal entries, account reconciliations, and bank reconciliation.
- Managed accounts payable and receivable functions, processing payments efficiently.
- Handled stocking, labeling, documentation, purchase orders, customer service, packing, and technical duties to ensure seamless operations across diverse environments.
- Maintained accurate records of sales and managed store restocking procedures accordingly.

Bookkeeper, Sarhad Engineering & Electric Company

Aug 2016 – Mar 2018 | Peshawar, Pakistan

- Recorded and maintained financial transactions and ledgers using MS EXCEL.
- Prepared and processed invoices, expense reports, and payroll functions.
- Conducted bank reconciliations and ensured accuracy in financial statements.
- Assisted in month-end and year-end financial closing procedures.
- Managed accounts payable and receivable processes, ensuring timely and accurate payments and collections.

SKILLS

MS Excel • QuickBooks • Data Entry & Analysis

Bookkeeping • MS Office Automation

Hands-On Tally Prime/ERP 9 • Store & Record Keeping

Cash Management • Accounts & Bank Reconciliation

Quick Learner • Inventory & Warehouse Management

Attention to detail • Advanced Mathematics

LANGUAGES

English • Urdu • Pushto