



Contact Me

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-  Present Address: Abu Dhabi, UAE.

Personal information

- Visa status: Visit Visa
- Date of birth: 27/05/2001
- Sex: Female
- Marital Status: Unmarried
- Religion: Islam

Languages

English, Urdu, Punjabi, Hindi

Computer skills

- MS office
- MS Word
- MS Excel
- MS Access
- Power point

Skills

- In depth knowledge of the Generally Accepted Accounting Principles
- Proven ability to work efficiently in multinational business environment
- Acquired analytical and auditing skills with high level proficiency in research and reconciliation of complicated accounts
- Substantial experience of working in the audit environment
- Proven proficiency in preparing financial statements, reports and schedules
- Prolific knowledge of international currency conversions and accounting consolidations
- Extensive knowledge of accounts payable and accounts receivable
- Problem solving
- Team leadership

LAIBA MUKHTAR

Bank Accountant

About Me

I have extensive experience as a Bank accountant, with a focus on organization and thoroughly attention to detail, which demonstrating proficiency in managing multiple responsibilities with confidence. I am characterized by creativity, goal-oriented professionalism, and a particular organizational approach that ensures timely task completion.



Education

➤ Government College University Faisalabad, Pakistan

B.S (History) Education

➤ Certificate of Participation in Positive Education Webinar, Pakistan

➤ Certificate of Participation in IELTS Reading Test Conducted by MPHIL, Pakistan

➤ Computer Diploma in Sanatzar, TAVETA Sahiwal, Pakistan



Experience

Organization: Meezan Bank of Pakistan

Job role: Bank Accountant

Experience: 1 year

Organization: EFU HEMAYAH takaful bank, Pakistan

Job role: Bank Accountant

Experience: 6 Months

ROLES AND RESPONSIBILITIES

- Preparing the cash position reports on daily, weekly and monthly frequency and sending them to the branch management for review
- Assisting senior accountants in preparing financial statements (income statement, cash flow statement, balance sheet and retained earnings statement) on monthly as well as quarterly basis
- Carrying out month-end close formalities and preparing and posting adjusting entries
- Ensuring the compliance of the accounting practices, classifications and reporting with the outside auditors and government regulators
- Fulfilling all the monthly bank compliance formalities accurately and in time and preparing the bank borrowing base report with supporting schedules
- Providing necessary instructions to subsidiary company accountants and checking the related accounting entries
- Ensuring that the financial statements submitted by subsidiary companies are accurate, preparing group consolidation on monthly frequency and maintaining the accounts of non-operating parent companies
- Making entries in the general ledger, preparing journal entries and posting the same
- Posting to the subsidiary ledgers and reconciling ledger accounts
- Reconciliation of and accurate entries into inter-company accounts, carrying out internal interest calculations