



NIAZ ALI

ACCOUNTANT

Date Of Birth :01/04/2003

Contact

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SOFTWARE

SAP FI
QuickBooks
Peachtree
MS word
MS Excel
PowerPoint
Adobe Photoshop

LANGUAGES

English
Arabic
Urdu

SKILLS

Accounting

Internal controls

General ledger

Journal Entries

Accounting Terminology

Bookkeeping

Invoicing

Organization

Fixed Asset

OBJECTIVE

Motivated Accountant with knowledges of SAP, QuickBooks, Tally and Microsoft Excel and experience in multiple background accounting projects. Result-oriented and detail-oriented Accountant with good experience in financial management and reporting. Seeking a challenging position as an accountant where I can utilize my strong analytical skills, expertise in financial analysis, and proficiency in accounting software to contribute to the financial success and growth of the organization. Committed to maintained accuracy, integrity and compliance in financial operations while delivering timely and insightful financial information to support informed decision making.

WORK EXPERIENCE

Daewoo Engineering & Construction Co., Ltd

(From Feb-2022 - Present)

Accountant

- Compile and present financial reports, including balance sheets, income statements, and cash flow statements.
- Reconcile bank statements and ensure the accuracy of all financial records.
- Assist in preparing budget forecasts and monitor company budgets.
- Calculate and prepare tax returns, ensuring compliance with relevant tax regulations.
- Conduct internal audits and assist with external audits.
- Manage all accounting transactions, including accounts payable and receivable.
- Analyze financial data to identify trends and provide insights for decision-making.
- Ensure adherence to financial policies and regulations.
- Manage all general accounting operations.
- Prepare reports on the current financial status of the organization.
- Analyses financial data and provide accounting insights.
- Manage and track all financial movements and update purchase and sales records.
- Provide periodic financial reports on the company's status to the board and relevant departments.
- Maintain backups of financial records.
- Propose financial solutions and procedures to resolve financial issues within the organization.
- Prepare budgets, income statements, profit and loss reports, revenue and expense reports, and all other financial reports.
- Maintain the confidentiality of financial data.
- Enter accounting data and financial files into computer systems.
- Archive and organize financial operations in an easy-to-access manner.
- Assist in preparing and implementing operational plans for the department.
- Maintain accounting books and records according to legal rules and approved financial procedures.
- Prepare journal entries according to legal rules and approved financial procedures.

Analytical Thinking

Teamwork

Problem solving

Attention to deadlines.

Excel skill

Fast Learner

Tax Accounting

Payroll Processing

Multi-tasking

Organization

Budgeting

Reporting

Analysis

Oriented

Process Improvement

Communication Skill

Financial Analysis

Problem-solving

Motivated

Fixed Asset

Sales

SAP FI

Internal Control

Cash Flow

Support Manager

Understanding of Taxes

1099 Preparation

- Prepare monthly revenue and subscriber account reconciliations to ensure their accuracy and match them with the billing system and document the necessary reconciliation and related journal entries.
- Prepare payroll journal entries and ensure accurate recording of expenses and cost centers.
- Prepare disbursement vouchers, including checks and bank transfers, and related journal entries.
- Review creditor balances, prepare monthly reconciliations, and follow up on payments.

Expo Pakistan Trading Co
(From Jul-2020~Jan-2021)

Account Assistant

Duties:

- Maintain accurate and up-to-date financial records, including ledgers, journals, and financial statements.
- Record and reconcile financial transactions, ensuring accuracy and completeness.
- Assist in the preparation and monitoring of budgets.
- Collaborate with other departments to gather information for budgeting and forecasting activities.
- Conduct month-end and year-end closing activities, including preparation of financial statements and reports.
- Ensure timely and accurate submission of financial reports to management.
- Prepare and file tax returns in compliance with relevant regulations.
- Stay updated on changes in tax laws and regulations affecting the organization.
- Assist in the preparation for internal and external audits.
- Provide necessary documentation and support during audit processes.
- Analyze financial data and trends to provide insights and recommendations.
- Support decision-making processes by providing relevant financial information.
- Manage accounts payable and receivable processes.
- Ensure timely processing of vendor invoices and customer payments.

EDUCATION & CERTIFICATE

- Association of Chartered Certified Accountants (ACCA)-Finalist
- Certification of QuickBooks
- Certification of Peachtree
- Certification of SAP FI
- Strong attention to detail and analytical skills.
- Excellent communication skills, both written and verbal
- Advanced MS Excel skills such as VLOOKUP and pivot tables.