

SUMAIRA TAJ

Accountant | Senior Accountant |
Financial Accountant | Cost Accountant



Contact



+966 547785823



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BG7598991 (Iqama
Transferable)



Riyadh, Saudi Arabia

Skills

- Communication
- Time management
- Organization
- Technical skills
- Creativity
- Research
- Attention to Details

Language

English	Professional
Urdu	Native
Hindi	Professional
Arabic	Beginner

Summary

Self-motivated professional backed by educational background hold M.COM degree and 7+ years of experience in accounting & financial management and Payroll Management, Administration with extensive knowledge of internal audit, fixed asset register, invoicing, financial documentation, payroll processing, cash flow management, budgeting & forecasting, accounts payable and receivable, bookkeeping and reporting in line with accounting principles.

Education

- **Masters of Commerce** 2016
Sarhad University of Science and Peshawar Technology,
Peshawar, Pakistan
- **Bachelor of Commerce** 2013
University of the Punjab Lahore, Pakistan

Professional Experience

Bookkeeper

Jan 2023 to until Oct 2024

Senior Accountant

Nov 2021 to Untill Nov 2023

BDI Contracting LLC, UAE

- Proficiently handled cash & bank transactions on daily basis while maintaining & updating records in system.
- Reconciled & managed A/P & A/R and bank reconciliation, Customers & Vendors reports.
- Prepare the MIS report monthly basis and Profit & Loss A/c, CF & Balance Sheet monthly basis, Trail Balance
- and grouping of revenue, CGS and expenses.
- Provide support to auxiliary schedules for auditing purposes for internal & external audit.
- Manage all A/R Sales tax invoices, Export invoices & Export documents, Payment follow ups, Tax credit notes,
- Customers SOA, Unbilled DO's, Payment terms credit & cash, Customers annual agreements.
- Manage all A/P tax invoices, Vendors SOA reconciliation, Process Payments cash and cheques CDC & PDC &
- Bank transfers, Debit & Credit processed.
- Compile the input and output VAT records, Returns and online Filing
- Payroll Processed with WPS and Alansari

Accountant

2018 – 2020

Tesla Industries PVT Ltd. Islamabad,
Pakistan

Cash Officer

2016 – 2017

Habib Bank Limited. Islamabad,
Pakistan

Core Strengths & Enabling Skills

- Accounts and Finance Management
- Bank Reconciliation|Accounts Reconciliation
- Accounts Receivable & Accounts Payable
- Payment & Payroll Process
- Cash Flow Management
- Financial Reporting
- Ledger/Trial Balance|Balance Sheet /Income Statement

Professional & IT Skills

- Quickbook Online & Desktop
- Tally ERP 9
- Zohobooks
- MS Office–Docs, Xlxs, Pdf, Ppt
- Zerobooks

References

Reference will be furnished on demand.