





# USAMA SAEED AWAN

ACCOUNTS EXECUTIVE | BOOKKEEPING EXECUTIVE | ADMIN EXECUTIVE

## CONTACT

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-  448 - 4 - CII - Township, Lahore, Punjab, Pakistan.

## SKILLS

Accounting	Finance
Bookkeeping	Reconciliations
Sage 50	QuickBooks
Quick Learning	Office Management
Time Management	Team Work
MS Office (Word, Excel)	

## EDUCATION

### Bachelor of Commerce (B.Com)

University of The Punjab

2019 - Cont...

### Higher Secondary School Certificate

Board of Intermediate & Secondary Education  
Lahore, Pakistan

2016-2018

### Secondary School Certificate

Board of Intermediate & Secondary Education  
Lahore, Pakistan

2014 - 2016

## LANGUAGES

English	<div style="width: 100%;"></div>
Punjabi	<div style="width: 100%;"></div>
Urdu	<div style="width: 100%;"></div>

## CERTIFICATIONS / COURSES

### Basics of Business Management

UCP Business School, Lahore.

### ERP Accounting (QuickBooks, Sage 50, Tally)

NCC Computer College, Lahore.

## PROFILE

Motivated, charismatic and details-driven Admin, Accounts & Bookkeeping Executive with 3+ years of experience in Support & Management. Looking for an opportunity to employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## WORK EXPERIENCE

### ADMIN & ACCOUNTS EXECUTIVE

United Computer Solutions February 2021 - Present

- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.
- Assisting with audits and taxation.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Create daily reports for management and team members.
- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.

### SR. OFFICER CORPORATE REPORTING

Mughal Iron & Steel Industries Limited November 2019 - February 2021

- Updating & Reconciling company's Bank Accounts.
- Liaising with third party providers, clients and suppliers.
- Create daily reports for management and team members.
- Monitoring daily communications and answering any queries.
- Updating and maintaining procedural documentation.
- Recording and filing cash transactions.
- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Assisting with audits, board meetings & taxations.
- Inputting information into a computer-based accounts system.
- Making sure that customer and supplier accounts are accurate (reconciling).

### OFFICE ASSISTANT

Rayan Travel & Tourism January 2019 - November 2019

- Organize office and assist associates in ways that optimize procedures.
- Create and update records ensuring accuracy and validity of information.
- Schedule and plan meetings and appointments.
- Monitor level of supplies and handle shortages.
- Resolve office-related malfunctions and respond to requests or issues.
- Maintain trusting relationships with suppliers, customers and colleagues.
- Updating paperwork, maintaining documents, and word processing.
- Creating, maintaining, and entering information into databases.

## REFERENCE

Reference will provided on demand.