



Abdul Samad

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NATIONALITY: Pakistani EMAIL: abdulsamadburio10@gmail.com

PROFESSIONAL SUMMARY

Knowledgeable HR and accounting professional bringing 02 years of experience in financial operations, audit assistance, financial reporting and accounting procedures and procurement. Successful at revamping and strengthening controls, reorganizing process and simplifying procedures to maximize efficiency and accuracy of accounting records. Adapt at managing budgets, payroll, invoicing and all other general accounting functions in diligent and quality driven manner. Instruments in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expense and reconciling accounts

ABOUT ME

I am enthusiastic professional, who enjoys being part of as well as leading successful and productive team. I am quick to grasp new ideas and concepts and to develop innovative and creative solutions to problems. I am able to work well on my own initiative and can demonstrate the high level of motivation required to meet the tightest of deadlines. Even under significant pressure. I possess strong ability to perform effectively.

SKILLS

Balance Sheet, ledger entries, Income Statement.

Account Payable.

Account Receivable.

Pay Roll

Bank Reconciliation

MS Office (Word, Excel, Power Point)

Good team working and interpersonal skills, with the ability to communicate Data Analysis

Time Management

Data Entry

WORK EXPERIENCE

Real Human Welfare foundation

15 June 2020– present 2020

Looking after the complete social media strategy and marketing trust with and within our community to amplify the brand presence Build a team of designers, content experts and communications associate to help with the relevant company operations

Jinnah Public school and Jinnah Academy, HR / Accountant

Jan 2019–Dec 2019– Head office, Karachi

- Financial records by documenting each transaction, and processing
- To guide new students regarding Admissions and policies maintaining schedules, providing telephone support.
- To how select candidate according to job designation.

Al-Makkah Petrol pump (Pvt) - Accountant

Jan 2016–May 2018- Nousherwa feroz, Pakistan

- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

EDUCATION

Iqra University, Main Campus, Karachi, Pakistan

Master of Business Administration.

Shaheed Benazir Bhutto University, Nawabshah, Pakistan

Bachelor of Business Administration (Banking & Finance)

2018

Board of Intermediate Education, Sukkur, Pakistan

Intermediate Pre-engineering

2014

Board of Secondary Education, Sukkur, Pakistan

Matriculation Science.

2012

Languages

English, Sindhi, Urdu (read, write & speak)

References

Will be furnished upon request

