

# DANIYAL AIZAZ

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## SENIOR ACCOUNTS ASSISTANT

Results-oriented **Senior Accounts Assistant & Associate Accountant** with over 3+ years of experience in managing financial records, preparing financial statements, and analyzing financial data. **Proficient** in GAAP and financial software programs. **Skilled** in managing financial records, reconciling accounts, and producing financial reports. **Skilled** in bookkeeping and payroll administration, with a strong background in accounting principles and practices. Possesses excellent communication and problem-solving skills, with a keen attention to detail and accuracy. **Proficient** in using accounting software such as QuickBooks and Excel spreadsheets to produce financial reports and ensure compliance with regulatory requirements. Proven ability to work collaboratively in a team environment to achieve organizational goals.

### CORE COMPETENCIES

- Financial analysis and reporting
- GAAP knowledge
- Financial software proficiency
- Cost Accounting
- Bookkeeping
- Regulatory Compliance
- Time management
- Problem-solving
- Reconciling accounts
- Accounting software i.e. QuickBooks Online, Wave Financials proficiency
- Excel proficiency
- Leadership
- Team collaboration
- Organizational skills
- Communication Skills
- Attention to detail
- Interpersonal Skills
- Teamwork
- Time Management

### WORK EXPERIENCE

#### 1. State Life Health & Accidental Insurance – Multan | 7th Feb, 2022 – Current

##### **Senior Accounts Assistant**

- Managing financial records** and ensure accuracy and completeness of financial data.
- Reconciling bank** accounts, credit card statements, and general ledger accounts to ensure consistency of financial information.
- Preparing and distribute **financial reports**, including **balance sheets**, **income statements**, and **cash flow statements**, to relevant stakeholders.
- Reviewing financial reports** and provide analysis to identify trends and **variances**, and make recommendations for improvement.
- Assisting with **budget (Annual/Semi-Annual)** preparation, **monitoring**, and **forecasting**.
- Lead and support** junior staff members, and assist with training and development activities.
- Developing and maintaining relationships** with vendors, customers, and other stakeholders to ensure timely and accurate payment processing.
- Collaborating with cross-functional teams to ensure **financial information is accurately recorded and reported**.
- Ensuring **compliance** with accounting standards and regulations.
- Performing other duties as assigned to support the accounting department and the organization.
- Prepared and filed various tax forms, including withholding tax and payroll tax.

## **2. Sabir Co. Financial Services – Multan | 1st March, 2021 - 14th March, 2022**

### **Associate Accountant**

- **Assisted in the preparation and analysis of financial statements**, including **balance sheets**, **income statements**, and **cash flow statements**.
- **Reconciled bank** accounts and general ledger accounts to ensure accuracy and completeness of financial data.
- Prepared **journal entries** and **maintained supporting documentation** for various accounts.
- Assisted with **budgeting** and **forecasting**, including tracking actual results against budgeted amounts.
- Assisted in conducting **financial analysis** to identify trends and variances, and provided recommendations for improvement.
- Verification of various bills i.e. **Facebook Marketplace** with company's online portal (propertybase) for authenticity before making the payment.
- Collaborated with cross-functional teams to ensure financial information was accurately recorded and reported.
- **Maintained accounting records** and **reports**, ensuring **compliance** with **accounting standards** and **regulations**.
- Performed other duties as assigned to support the accounting department and the organization.
- Assisted in the preparation of **Activity-Based Costing** analysis of various residential property expenses.

### **EDUCATION & CERTIFICATON**

- ***CMA (Finalist) – Cost & Management Accounting, Financial Management*** | Continue  
ICMA Pakistan
- ***B. Com – Commerce*** | 2015  
Baha Uddin Zakariya University Multan
- ***F.S.C – Pre-Engineering*** | 2013  
Board of Intermediate and Secondary Education, Multan.
- ***Matric – Science*** | 2011  
Board of Intermediate and Secondary Education, Multan.

### **REFERENCE**

Will be provided on demand.