



Sajjad Younas

Accountant

Contact

Phone

03039367214

Email

usajjad336@gmail.com

DOB

01.03.1993

Gender

Male

Nationality

Pakistani

Language

English

Urdu

Punjabi

Skills

Communication Skills



Teamwork



Microsoft Excel



Objective

Motivated to contribute to the growth and success of a progressive organization by leveraging my strong interpersonal skills and commitment to excellence.

Education

(Oct 2017 – Apr 2021)

University of Education

Master of Business Administration (MBA)

- Finance.

(Aug 2014 – Sept 2016)

Government College University

ADP(Accounting Finance)

- Accounting Finance .

Experience

(Nov 2021 – Dec 2023)

Accountant

Dynamic Sportswear Lahore

- Clarify any questionable invoice items, prices or receiving signatures Assemble and review invoices to be completed for payment Maintain copies of vouchers, invoices or correspondence necessary for files Type periodic reports and other records Obtain proper information and/or data regarding invoice payments Check vendor files for any previous payments and assign voucher numbers Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures Reconcile bank statements Input daily bookkeeping and record keeping Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors Ledger Reconcile On Vendor Demand.

(Dec 2023 – Continue)

Accountant

Nextech Pvt

- Clarify any questionable invoice items, prices or receiving signatures Assemble and review invoices to be completed for

Quick Book



ERP



SAP Business One



payment Maintain copies of vouchers, invoices or correspondence necessary for files Type periodic reports and other records Obtain proper information and/or data regarding invoice payments Check vendor files for any previous payments and assign voucher numbers Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures Reconcile bank statements Input daily bookkeeping and record keeping Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors Process accounts and incoming payments in compliance with financial policies and procedures Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data Prepare bills, invoices and bank deposits Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Verify discrepancies by and resolve clients' billing issues Facilitate payment of invoices due by sending bill reminders and contacting clients Generate financial statements and reports detailing accounts receivable status .

Reference

| Will Be Provided On Demand