



UMER SAJJAD

About Me

Motivated and detail-oriented professional with a Master's in Commerce and a proven track record as an Accounts Officer Payable. Skilled in maintaining accurate financial records, reconciling accounts, and processing invoices. Possesses strong leadership, teamwork, and problem-solving abilities. Seeking a challenging role in accounting with a major corporation or public service.



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umersajjad614@gmail.com



Basti Awan Wala Budhla Sant,
Multan

LANGUAGES

- English
- Urdu
- Saraiki

EXPERT

- Microsoft Office (Word, Excel, Power Point)
- Working on DMS Software (SQL Data Base)
- Management Skills
- Creativity
- Critical Thinking
- Leadership
- Teamwork
- Problem Solving
- Time Management
- Creative Thinking
- Critical Analysis
- Multilingual Communication

EXPERIENCE

Accounts Officer Pak National Distributors, Multan
Nestle, Mayfair, Finewellness, Tariq Glass
Feb 2023- Present

- Maintained of supplier records (Nestle, Mayfair, Finewellness, Tariq Glass)
- Maintained and tracked all payments 41 Units.
- Accurately processed invoices and journal entries.
- Updated accounts record and Tally purchase register.
- Managed monthly ledger and purchasing records.
- To prepared monthly supplier reconciliation 7 units.
- To prepared claims

EDUCATION

Master of Commerce (2021-2023)
Bahauddin Zakariya University (BZU), Multan
CGPA 3.14

Bachelor of Commerce (2018-2021)
Bahauddin Zakariya University (BZU), Multan
Marks 64%

F.Sc Gen Science (2016-2018)
Govt. Higher Secondary School Budhla Sant Multan
Marks 66%

Matriculation (2014-2016)
Govt. Higher Secondary School Budhla Sant Multan
Marks 75%

INTERNSHIP

Internee
Chiniot Textile Mills, Faisalabad
(May 2022 to July 2022)