



Yasir Safiullah

Assistant Manager Finance and Accounts

My Contact

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Education Background

- University Of Peshawar.Pakistan.
Masters in Business Administration/Finance
1st Division/Completed in 2017
- Sarhad University Of Science and Information technology
Peshawar,Pakistan.
Bachelor in Business Administration/Finance
1st Division/Completed in 2015
- Khyber Grammer School and Collage,peshawar,Pakistan.
Higher Secondary School Certificate/Pre-medical
1st Division/Completed in 2010
- Peshawar public School and College.Pakistan
Secondary School Certificate/Science
2nd Division/Completed in 2007

Professional Summary

Highly experienced finance and accounting professional with a proven track record of successfully managing accounts for multinational and domestic companies. Skilled in utilizing QuickBooks, MS Excel, and spreadsheets to drive financial analysis and informed decision-making. Additionally, I possess a strong foundation in IT, having served as a senior data entry operator for a data support center at Micro Merger Pvt Ltd. for one year. I thrive in challenging and fast-paced environments, adapting quickly to stress and change. My unwavering commitment to honesty and integrity guides my work, ensuring accuracy, reliability, and excellence in all aspects of my professional endeavors.

Professional Experience

NOVA CITY PESHAWAR, PAKISTAN. | Account Executive | Assistant Manager Finance and Accounts

August-2023 to December-2023, January-2024 to Present

Key Achievements and Responsibilities:

- Maintained accurate petty cash records, ensuring daily balancing with MIS and software.
- Prepared monthly petty cash reports for company records, ensuring thorough verification and approval.
- Coordinated with seniors to achieve quality and productivity standards, adhering to company regulations and SOPs.
- Managed and maintained records, ensuring timely correspondence and follow-up with Head Office and customers.
- Ensured strict compliance with company regulations, identifying and tracking suspicious transactions.
- Fostered a customer-centric approach, prioritizing internal and external customer satisfaction.
- Prepared and submitted reports to Regional and Head Offices, meeting deadlines and ensuring accuracy.
- Assumed responsibilities of Manager Accounts as needed, exercising control to minimize exceptional transactions.
- Implemented financial forecasting to reduce risks and enhance productivity.
- Automated manual procedures to improve turnaround time and efficiency.

Skills Demonstrated:

- Financial management and analysis.
- Petty cash management.
- Accounting and bookkeeping.
- Reporting and compliance.
- Customer service and relations.
- Leadership and teamwork.
- Financial forecasting and risk management.
- Automation and process improvement.

Hobbies

Enjoys a variety of hobbies and interests, including:

- Staying informed and up-to-date with current events through newspaper reading and watching news of television.
- Playing and following the sport of cricket.
- Exploring new places Through Traveling.
- Discovering new information and staying connected through internet surfing.

These hobbies help me relax, learn, and maintain a healthy work-life balance.

Languages

"Fluent in four languages:

- English
- Urdu
- Pashto
- Punjabi

Proficient in reading, writing, and speaking in each language, with excellent communication and interpretation skills

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Communication skills
- Teamwork and collaboration
- Adaptability and flexibility
- Time management and organization
- Problem-solving and critical thinking
- Interpersonal and customer service skills
- Conflict resolution and negotiation
- Emotional intelligence and empathy
- Continuous learning and professional development
- Creativity and innovation
- Attention to detail and accuracy
- Positive attitude and resilience
- Public speaking and presentation
- Digital literacy and basic computer skills

BUSINESS WORLD PVT LTD,PESHAWAR,PAKISTAN. |

Account Clerk

Feberuary-2022 to July-2023

Key Responsibilities and Achievements:

- Managed and maintained accurate financial records, including accounts payable, accounts receivable, and general ledger.
- Assisted in preparation of financial statements, including balance sheets and income statements.
- Reconciled bank statements, ensuring accuracy and timely resolution of discrepancies.
- Processed invoices, payments, and journal entries, ensuring compliance with accounting standards.
- Provided support to senior accountants and management, assisting with budgeting, forecasting, and financial analysis.
- Developed and implemented efficient accounting processes, improving productivity and reducing errors.
- Demonstrated strong attention to detail, ensuring accurate and timely financial reporting.

Skills Demonstrated:

- Financial accounting and bookkeeping.
- Financial statement preparation and analysis.
- Bank reconciliation and cash management.
- Accounts payable and receivable management.
- Financial process improvement and automation.
- Attention to detail and accuracy.

Career Break

November-2018 to January-2022

Took a temporary break from my career due to the COVID-19 pandemic. Utilized this time to:

- Focus on personal and family well-being.
- Prepare for competitive examinations, enhancing my knowledge and skills.
- Develop resilience and adaptability in the face of uncertainty.

Returned to the workforce in January 2022, refreshed and ready to apply my skills and experience to new challenges.

MICRO MERGER PVT LTD,PESHAWAR,PAKISTAN. | Data Entry Operator

June-2017 to October-2018

Key Responsibilities and Achievements:

- Entered and managed large datasets with high accuracy and efficiency.
- Utilized software applications to perform data entry, retrieval, and reporting.
- Maintained data integrity and ensured timely updates to databases.
- Collaborated with team members to meet deadlines and achieve goals.
- Developed strong attention to detail and data management skills.
- Accurately entered data into databases, ensuring efficient data management and retrieval.
- Utilized database networking to maintain data integrity and ensure seamless data flow.
- Leveraged Microsoft Excel expertise to generate data insights, reports, and visualizations, supporting informed decision-making.
- Demonstrated proficiency in data entry, management, and analysis, with a strong focus on accuracy and attention to detail.

Skills Demonstrated:

- Data entry and management.
- Software proficiency (specifically, data entry software).
- Attention to detail and accuracy.
- Teamwork and collaboration.
- Time management and organization.
- Database networking and administration.
- Microsoft Excel expertise (data analysis, reporting, and visualization).
- Attention to detail and accuracy.
- Data analysis and insights generation.

MIDAS INTERNATIONAL PVT LTD,PESHAWAR PAKISTAN | Account Officer

December-2014 to February-2017

Hard Skill

- Financial modeling and reporting
- Data mining and analysis
- Financial accounting
- Business valuation
- MS-Excel
- MS-Word
- MS-windows
- Accounting and financial management

Awards

- Awarded a Gold Medal from Sarhad University of Science and Information Technology for outstanding academic performance, consistently topping all semesters with distinction.
- Completed comprehensive computer training program from Establishment Division Staff Welfare Organization, earning a Certificate of Proficiency in computer applications and software

Key Responsibilities and Achievements:

- Managed and maintained accurate financial records, including accounts payable, accounts receivable, and general ledger.
- Prepared and reviewed financial statements, including balance sheets and income statements.
- Coordinated with senior management to prepare budgets, forecasts, and financial reports.
- Ensured compliance with accounting standards and regulatory requirements.
- Developed and implemented efficient accounting processes, improving productivity and reducing errors.
- Demonstrated strong analytical and problem-solving skills, resolving financial discrepancies and improving financial performance.
- Performed manual accounting entries with precision and accuracy, ensuring reliable financial records.
- Maintained and updated accounting books, ensuring compliance with accounting standards and regulatory requirements.
- Organized and maintained office files, ensuring efficient document management and retrieval.
- Provided administrative support, ensuring seamless office operations and efficient workflows.
- Managed and maintained hard copy records, ensuring easy access to information and compliance with regulatory requirements.
- Utilized QuickBooks to manage and maintain soft records, ensuring accurate financial tracking and analysis.
- Served as a liaison with government departments, negotiating and resolving issues related to taxes, licenses, and other regulatory matters.
- Managed cheque deposits and petty cash, ensuring timely and accurate financial transactions.
- Prepared and submitted petty cash reports, ensuring transparency and accountability.

Skills Demonstrated:

- Financial accounting and management.
- Financial statement preparation and analysis.
- Budgeting and forecasting.
- Financial process improvement and automation.
- Analytical and problem-solving skills.
- Attention to detail and accuracy
- Accounting and bookkeeping
- Financial record-keeping and management
- Office administration and management
- Document management and organization
- QuickBooks proficiency
- Government liaison and negotiation
- Financial management and analysis
- Attention to detail and accuracy

MIDAS INTERNATIONAL PVT LTD,PESHAWAR PAKISTAN | Internee

December-2012 to March 2013

Key Responsibilities And Achievements

- Provided administrative support to ensure seamless office operations, including managing day-to-day activities and ensuring efficient workflows.
- Coordinated office administration, including maintaining office supplies, managing office space, and ensuring a productive work environment.
- Served as a telephone operator, handling incoming and outgoing calls, taking messages, and directing calls to appropriate staff members.
- Assisted management staff with various tasks, including preparing reports, making travel arrangements, and managing schedules.
- Maintained accurate and up-to-date financial records, including accounts payable, accounts receivable, and general ledger.
- Ensured proper record maintenance, including filing, retrieving, and archiving documents.
- Prepared and maintained files, both physical and digital, to ensure easy access to information.

Skills Demonstrated:

- Office administration and management.
- Administrative assistance and support.
- Telephone and communication skills.
- Bookkeeping and financial record-keeping.
- Record maintenance and file management.
- Attention to detail and organizational skills.
- Ability to work with management staff and support team members.