



SAQIB KAMRAN

Junior Accountant

PROFILE

Hardworking and reliable with strong background in operating all accounting standards. Highly organized, proactive, and punctual with team-orientated mentality.

CONTACT

U.A.E (Al Qouz Dubai)
+971588570494
DOB: 21-March-1987
Pakistani
Passport No: DY4221372
Saqibkamran901@gmail.com

LANGUAGES

English (Fluent)
Urdu (Native Speaker)
Hindi (Native Speaker)

SKILLS

MS Office
POS System
Creativity
Fast Learner
Effective Time Management
Customer Services
Communications

HOBBIES

Reading Books
Travelling
Sports
Punctuality

WORK EXPERIENCE

Accountant (Laila's Candy & Events LLC-Dubai)

August 2023 - Present

- Manage all Lagers, & General Entry of Accounts
- Monthly, Quarterly reporting
- QuickBooks Accounting Software
- Assists of Senior for VAT, & Cooperative TAX

Assistant (National Data Base & Registration Authority-Multan)

November 2014 to July 2022

- General assistant, Handling office managements. Working as D.E.O, and all general requirements.

Accounts Assistant (Gulistan Group Real Estate-Multan)

April 2011 to November 2014

- Handling cash receipt & cash payments maintain accounts ledger. financials statements, Bank Reconciliations statements

Store Assistant (Apollo Textiles Mills LTD Muzaffargarh)

May 2009 to January 2011

- Maintain inventory level basis of LIFO/FIFO Method

EDUCATION

B. Ed Programs (Teaching & Managements)

University of Education - Lahore

March 2013 – March 2014 Grade/Percentage (64%)

M. A. Economics (Masters)

Baha Uddin Zakariya University, Multan

March 2006 to February 2010 Grade/Percentage (57%)

B. Com IT (Accounting, Commerce, Computer,)

Baha Uddin Zakariya University, Multan

March 2004 to January 2006 Grade/Percentage (64%)

D.Com IT (Accounting, Commerce)

PBTE (Punjab Board of Technical Education) – Lahore

March 2002 to January 2004 Grade/Percentage (53%)

O-Level (Matric Science)

BISE DG. Khan – Muzaffargarh

April 2000 to June 2002 Grade/Percentage (69%)