



Umair Aziz

Date of birth: 06/01/1995 | **Nationality:** Pakistani | **Gender:** Male |

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<https://www.facebook.com/profile.php?id=100008370378714> |

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Address: House # 37 Staff Colony Inside Lahore Fort Lahore, Pakistan, 54000, Lahore, Pakistan (Home)

● WORK EXPERIENCE

10/23/2022 - CURRENT Frisco, Texas USA **Remote** (Part Time)

ACCOUNTS OFFICER 1 Solar Solution

Deal with Accounts Payable and Accounts Receivable
Record Daily Expense & Income
Posting of Invoices
Coordination with Sales Department for Receivable
Monthly P & L A/c
Reconciliation of Bank statement & Creditors
Payroll working using (GUSTO)
Assist in monthly, quarterly, and annual financial reporting
Assisting with month end related tasks (reconciliations, journals booking)
Provide accounting support to other departments
Coordination with Banks & Other Departments

03/02/2021 - CURRENT Lahore, Pakistan

ACCOUNTS EXECUTIVE OCEAN CERAMICS

Verify & Posting of Vendor invoices
Payments to Vendors
Deal with Accounts Payable & Accounts Receivable
Making Entries in the software
Preparing Supplier Reconciliations
Reconciliation of Bank statement
Working on Payroll (Disbursement of Salaries, Advances of Employees, Loan Adjustment etc)
Assist in monthly, quarterly, and Annual Financial Reporting
Assisting with month end related tasks (reconciliations, journals booking)
Assist in Audit
Provide accounting support to other departments
Coordination with Banks & Other Departments

22/10/2018 - 09/01/2020 Lahore, Pakistan

ACCOUNTS & FINANCE OFFICER PUNJAB HEALTHCARE COMMISSION

Accounts Payable Reports using (**Microsoft Dynamics 365**)
Posting of Bank Payment Vouchers
Posting of Journal Vouchers
Verify & Posting of Vendors Invoices
Bank Reconciliation Statement
Reconciliation of Vendors
Assist in Audit
Filing
Coordination with other Departments

17/10/2017 - 30/09/2018 Lahore, Pakistan

ACCOUNTS OFFICER BBL (BED & BLANKET PVT LTD)

Accounts Payable/ Receivable Reports using ERP (**Oracle**)
Bank Reconciliation Statement
Posting of all kind of Vouchers
Filing of Vouchers
Coordination with Sale Team for Sale Invoices, Discounts working.
Posting of Vendors Invoices
Payments to Vendors.

● **EDUCATION AND TRAINING**

05/10/2014 - 10/12/2016 Lahore, Pakistan

MASTERS IN COMMERCE University of Central Punjab Lahore, Pakistan

Address Avenue 1, Khayaban-e-Jinnah, Road, Johar Town, Lahore, Punjab Pakistan, 54000, Lahore, Pakistan |

Website <https://ucp.edu.pk/>

06/09/2012 - 29/08/2014 Lahore, Pakistan

BACHELOR IN COMMERCE University of Punjab Lahore Pakistan

Address Canal Rd, Quaid-i-Azam Campus, Lahore, Pakistan , 54000, Lahore, Pakistan **Website** <http://pu.edu.pk>

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH C1		C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Dynamics | Microsoft Excel | Microsoft Word | Microsoft Office | Good Knowledge in SQL, Oracle | Microsoft Dynamics 365 | QUICKBOOK | Accounting Softwares (Wave, QuickBooks, Zoho, Freshbooks, Xero)
