

Saba

✉ sabaakram042@gmail.com

☎ +971 509810171

📍 Amada DIP Dubai, United Arab Emirates

🌐 [linkedin.com/in/saba-akram-166082241](https://www.linkedin.com/in/saba-akram-166082241)



Detail-oriented finance and accounting professional with extensive experience in invoice management, reconciliation, and compliance. Proven track record of maintaining accurate financial records, managing accounts payable, and supporting audit processes. Adept at using ERP systems and ensuring adherence to internal and external regulations. Excels in a fast-paced environment with a strong focus on accuracy and efficiency.

Industry Experience

► E-commerce ► International Sports ► Textile ► Telecommunication

Education

– **Bachelor in Business Administration**
University of the Punjab 2020-2022(3.53/4.00)

– **Bachelor of Commerce** (1st Division)
University of the Punjab 2017– 2019

Work Experience

Assistant bookkeeper freelancer

Upwork

April 2024 – July 2024

Responsibilities



Remote, Worldwide

- Verified and recorded all supplier invoices, ensuring accuracy of payment and compliance with contract terms.
- Managed document storage and archiving of invoices and payments in adherence to policies and procedures.
- Conducted monthly reconciliations of payable transactions, including vendor and bank reconciliations, maintaining accurate ledgers.
- Processed invoices and payments to suppliers and service providers, ensuring adherence to agreed payment terms.
- Ensured compliance with financial and tax laws, including UAE VAT and corporate taxes, and managed tax return filings.
- Prepared financial reports and conducted month-end closing activities
- Maintained accurate financial records, handled cash flow management, and processed payroll in compliance with regional laws and regulations.

Management Trainee Officer

Ayesha Spinning mills

Jan2023 –March2024

Responsibilities



Lahore, Pakistan

- Recorded and reconciled all accounts payable and receivable transactions, contributing to accurate financial reporting.
- Addressed inquiries from vendors, customers, and internal staff, and provided work summaries to the CFO.
- Supported the preparation of financial reports and monthly reconciliations.
- Coordinated with various departments to handle document management and payment processing.

Internee

PTCL

June 2022 – Aug 2022

Responsibilities



Lahore, Pakistan

- Assisted in recording and reconciling financial transactions and maintaining accurate financial data.
- Supported the preparation and submission of financial reports and helped manage timesheets for part-time employees.
- Engaged in market research and provided insights to support financial audit processes.

Training and certificate

- IELTS (Academic) British Council
- QuickBooks Accounting software
- Xero Accounting System
- Corporate Financial Management

Achievements

- Awarded Scholarship From PEEF
- Achieve 1st Division At College in B.COM

Technical Skills

Xero



Ms.Office



QuickBooks



ERP(Sap)



Skills

- Data management
- Time management
- Financial Reporting
- Audit Report
- Communication
- Problem-solving
- Strong attention to detail
- Resilience

Languages

English
(Fluent)

Urdu
(Native)

Hindi
(Professional)

Punjabi
(Native)