



Moeez Qureshi

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CAREER OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

EDUCATION

Bachelor of Commerce

2016 — 2019

UNIVERSITY OF SINDH, JAMSHORO

WORK EXPERIENCE

BHITTAI ELECTRIC TRADERS

JUNE 2016 — DEC 2018

BOOK KEEPER

RESPONSIBILITIES:

- Maintain an accurate record of daily transactions such as income and outgoings, and posting them to various accounts
- Sending out invoices and managing the accounts receivable ledger
- Handling the accounts payable ledger
- Keeping an eye on cash flow
- Preparing the books for senior accountant
- Processing payments
- Conducting daily banking activities
- Account reconciliation to assert the accuracy of transactions

PAK ENTERPRISES (PHILIPS LIGHTING, DISTRIBUTION), HYDERABAD, PAKISTAN

JAN 2019 — SEPTEMBER 2021

GENERAL ACCOUNTANT

RESPONSIBILITIES:

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and checking account information.
- Document financial transactions through entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Ensures data accuracy by double-check the entries.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by gathering and examine account information.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.

- Maintains customer confidence and protects operations by keeping financial information confidential.

SKILLS

- **Accounting**
- **Reporting Skills**
- **Attention to Detail**
- **Deadline-Oriented**
- **Reporting Research Results**
- **Confidentiality**
- **Time Management**
- **Data Entry Management**
- **General Math Skills**
- **ERP System Management**
- **50WPM**