



Abdul Samad

Accountant



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Baghdadi, Karachi, Pakistan

Summary

Accounting professional with over five years of experience, possesses multiple skills covering many accounting related areas as well as IT related skills ,strong technical accounting skills seeking a responsible accounting position with a reputable company.

Skills

Account Finalization | Account Management | Accounting | Accounting Applications | Accounting Software | Accounting+ | Accounts Administration | Accounts Payment | Accounts Reconciliation | Administration Knowledge | Analytical Skills | Bank Reconciliation | Bank Reconciliations | Banking | Basic Accounting | Book Keeping | BookKeeping | Call Handling | Can Easily Prepare and Organise Documents | Cash Balance | Cash Collection | Cash Flow Management | Cash Flow Reporting | Client Dealing | Communication Skills | Computer Hardware | Corporate Finance | Customer Invoicing | customer service | Customer Service Management | Data Entry Operations | Export Finance | Finance | Financial Accounting | Financial Reporting | Fluent in English | Fluent in English and Urdu | GOAL-ORIENTED | Internet Services | Marketing Skills | Microsoft Office | Microsoft Excel | Microsoft Office | MS Excel | MS Office | MS Word | Negotiation | Network Support | Official Assignments | Oral and Written Communication

Experience

Jun 2016 - Present

Accountant

Bukhari Hardware Store, Karachi, Pakistan

Worked as an Accountant from June 2016 to Dec 2018 now working in part-time from 7 pm to 9 pm

Dec 2018 - Nov 2021

Accountant

S.A Traders, Karachi, Pakistan

Currently Working as an Accountant managing receivables payables bank reconciliation expenses cashbook pnl statements admin duties

Sep 2016 - May 2017

Part Time Network technician with Dealer

Connect Communications, Karachi, Pakistan

Manage cabling and whole network and solve problems of customers

Dec 2015 - May 2016

Accountant

CROWN ELECTRONICS KARACHI, PAKISTAN., Karachi, Pakistan

Worked as Store Manager and Accountant

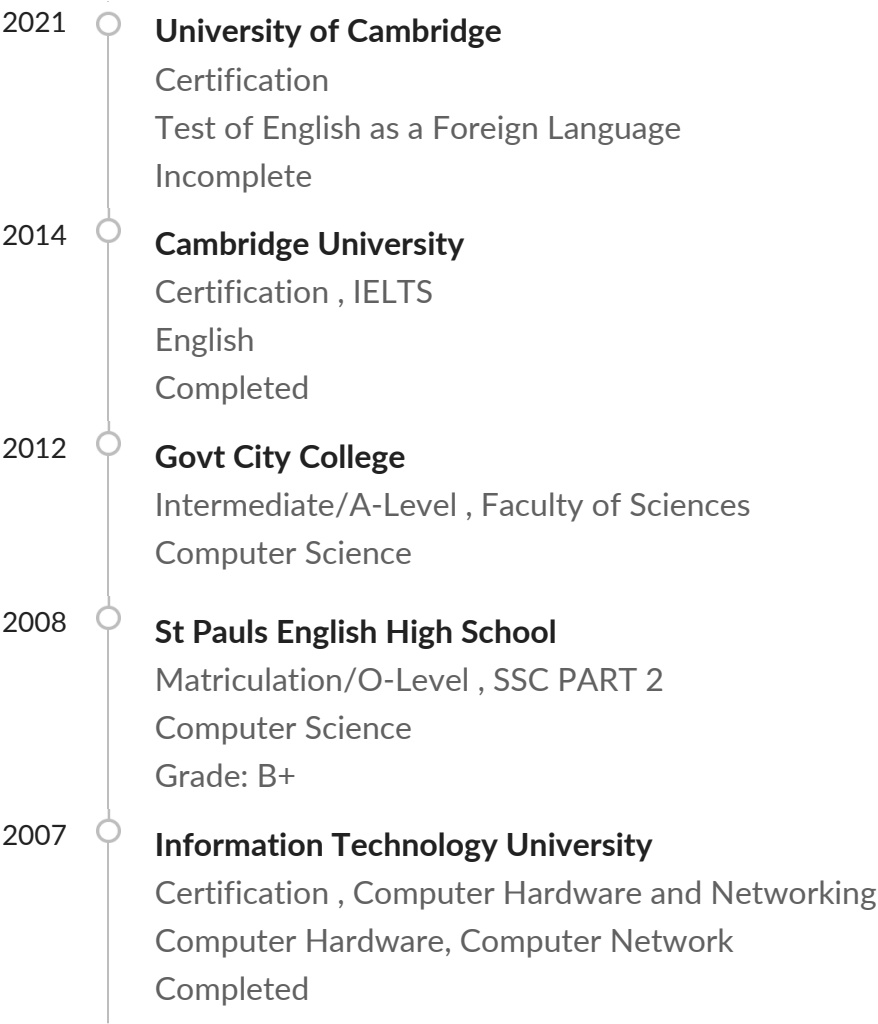
May 2011 - Dec 2012

Desktop and Laptop Technician

FUTURE TECH KARACHI, PAKISTAN, Karachi, Pakistan

Worked as a Desktop and laptop technician for installing operating systems assembling and disassembling laptops and Laptops

Education



Languages

Urdu	English
Intermediate	Intermediate