

Sameer Sajjad

ACCA, B.com,
(A Dedicated Finance Professional)



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H. No F 480 Rang Mahal Lahore



+ OBJECTIVE

Self-fulfillment by joining a dynamic, Progressive and future oriented organization that offers professional growth and advancement opportunities in an innovative environment.

+ PROFILE

- Extensive background and knowledge in Accounting and Financial Operations.
- Worked with reputable organizations and with team of professionals.
- Excellent communication skills and adept computer knowledge.
- Results-driven achiever and effective team leader with exceptional interpersonal skills.
- A Vast Experience in Re-Construction and New Construction of Audit Department.
- Highly flexible and adaptable performer. adept at multi-tasking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects.

+ COMPUTER PROFICIENCY

- SAP (hands on experience)
- Microsoft Office
- Cyber Solution
- & Many Customized Softwares

+ PERSONAL INFORMATION

- Father Name: M. Sajjad Ghauri
- Citizenship# 35202-7404814-9
- ACCA Reg # 1983050
- Date of Birth: 17-Sep-1989
- Religion: Islam
- Nationality Pakistan
- Hobbies Cricket, Reading and Web Browsing

+ EMPLOYMENT

12/2019 - Present

Senior Officer - Finance

LUMS (Lahore University of Management Sciences)

Plan, Manage and Organize Finance Office activities relating to Fee and Loan Receivable. Carry out research and develop SOP/s to make sure maximum level of loan recovery inconsistent with budget. Plan and Execute Strategic Loan Recovery plan. Establishes and Achieve Collection Goals on Monthly/ Quarterly and Annual basis. Monitor key performance drivers of team and take corrective action when required.

03/2017 – 11/2019

Assistant Manager Internal Audit

Equator (Retail Brand)

Perform Financial, Operational and Compliance Audits. Design policies and procedures for safeguarding company assets, perform risk assessment to evaluate applied controls. Identify loopholes and recommend risk aversion measures and cost savings. Prepare and present reports that reflect audit's results and document process

04/2015 – 02/2017

Audit Executive

The University of Lahore

Perform audits according to audit plan, Take system understanding and design audit program according to system understanding. Present audit findings with consequences and recommendations to audit manager. Headed Pre-Audit Activity.

+ EXPERTIES



Risk assessment and evaluation, Design Sop's for various departments, Design Pre Audit Procedures.



Payable, Receivable, General Ledger, Bank Reconciliation, Parties Reconciliation, Aging, Costing, Final Accounts,



Develop structured networking environment for the students and stay in close interaction with students.

+ CERTIFICATION

ACCA (Associate of Chartered Certified accountant)

2011-2015

Registration No: 1983050

Institute of Financial Accountants England (Full Member of IFAC).

Have more than 3 years of Experience and ready to apply for ACCA membership.

+ COLLEGE

B.COM

2007-2009

Scholars College of Commerce, Punjab University.

Intermediate

2005-2007

B.I.S.E Lahore

+ School

Matriculation

2003-2005

Govt Central Model High School (B.I.S.E Lahore)

+ SOCIAL LINKS



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