

Saim Bin Suhail

Accounts Officer

Professional with an MBA in Finance from the National University of Modern Languages and a BBA in Finance from BUIITEMS, I am eager to contribute my expertise to a dynamic role in financial management. With a strong educational background and practical experience, I possess comprehensive knowledge in finance and accounting. Known for my analytical mindset and attention to detail, I am poised to excel in a position that demands excellence in financial management and related responsibilities.



✉ Saimsuhail01@gmail..

☎ 03461148237

📍 Quetta, Pakistan

📅 31 August, 1997

WORK EXPERIENCE

Store Manager

Muller and phipps

11/2022 - 09/2021,

Quetta, Pakistan

M&P, leading for over a century, excels in distributing quality international products with a trusted legacy

Achievements/Tasks

- In my role as a store manager, I was responsible for efficient stock management using specialized software, maintaining accurate records, and conducting regular check summaries for streamlined distribution processes. I meticulously monitored medicine expiration dates and identified damaged items to uphold product quality and compliance.

Finance Manager

City school

Quetta, pakistan

City School, a distinguished educational institution, provides a nurturing environment for students to thrive academically and personally.

Achievements/Tasks

- As the Financial Manager at City School, I efficiently oversaw student registration through Oracle software, managed petty cash transactions with meticulous record-keeping, and administered the payroll system to ensure accurate and timely compensation for staff members. My role played a key part in maintaining the financial integrity of the institution.

EDUCATION

MBA (Finance)

National university of modern languages

08/2022 - 12/2023,

BBA (Finance)

BUIITEMS

06/2016 - 12/2020,

TECHNICAL SKILLS

Financial Management

Acc. Software: Oracle Fin, MS Excel, Quickbooks

Financial Reporting

Accounts Payable and Receivable

Bank Reconciliation

Auditing

Preparation of tax (IND, PARTN, CORP, TR & Super)

Lodgment of BAS (Business activity statement)/SR

SOFT SKILLS

Problem Solving

Adaptability

Teamwork

Communication Skills

Time Management

LANGUAGES

ENGLISH

Professional Working Proficiency

PASTHO

Professional Working Proficiency

URDU

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency