**Anjum Saeed**  
**Phone**: +973-38463768 | **Email**: [anjumsaeed05@gmail.com](https://mailto:anjumsaeed05@gmail.com/)  
**Address**: Gudaibiya, Kingdom of Bahrain  
**Visa Status**: Transferable Residency Visa | **Driving License**: Valid

**Professional Summary**

Experienced accountant with over 8 years of expertise in financial reporting, compliance, and financial system management across diverse industries. Proven track record of managing complex accounting processes, ensuring accuracy, and delivering timely financial reports. Skilled in VAT filing, payroll management, and leading audits. Adept at collaborating with teams and clients to achieve organizational goals while fostering a positive work environment.

**Core Skills**

* **Financial Reporting & Analysis**: Preparation of financial statements, budgeting, forecasting, and variance analysis.
* **Compliance & Auditing**: VAT filing, statutory audits, and ensuring adherence to accounting standards.
* **Payroll & Accounts Management**: Payroll processing, accounts payable/receivable, and bank reconciliations.
* **Software Proficiency**: Tally ERP 9, QuickBooks, Sage 50, MS Excel, Focus, and Odoo.
* **Team Leadership**: Training and supervising junior staff, managing workloads, and meeting deadlines.

**Professional Experience**

**Senior Accountant**

**Al Buhamood Real Estate Center, Bahrain**  
*Mar 2021 – Present*

* Manage financial reporting, including preparation of monthly and annual financial statements, ensuring 100% accuracy and compliance with local regulations.
* Oversee accounts payable and receivable processes, reducing payment delays by 20%.
* Conduct bank reconciliations and general ledger reconciliations, identifying and resolving discrepancies.
* Collaborate with external auditors during annual statutory audits, ensuring timely and accurate submission of financial records.
* Implement process improvements to streamline financial reporting, reducing month-end closing time by 15%.

**Senior Accountant**

**Fakhro Transport BSC, Bahrain**  
*Jan 2019 – Feb 2021*

* Prepared and analyzed financial statements, providing actionable insights to senior management.
* Supervised accounts payable and receivable teams, improving efficiency and reducing errors by 25%.
* Managed payroll for 100+ employees, ensuring timely and accurate payments.
* Conducted bank reconciliations and ensured compliance with VAT regulations.
* Trained and mentored junior accounting staff, enhancing team productivity and knowledge.

**Accountant**

**Burrito Loco Restaurant WLL, Bahrain**  
*Mar 2016 – Dec 2018*

* Managed month-end closing processes, including financial reporting and bank reconciliations.
* Conducted monthly inventory audits, reducing discrepancies by 30%.
* Oversaw supplier billing and payments, ensuring timely processing and reconciliation.
* Prepared VAT filings and ensuring compliance with local tax regulations.
* Coordinated annual statutory audits, providing accurate financial records and documentation.

**Accountant**

**Take Away Restaurant, Bahrain**  
*Jan 2015 – Feb 2016*

* Managed daily POS sales reconciliation and cash deposits, ensuring accuracy and accountability.
* Conducted monthly food costing and inventory audits, optimizing cost control.
* Prepared financial reports and assist with annual statutory audits.

**Controller - Accounts Payable**

**Ramada Continental Hotel, Dubai**  
*Feb 2008 – May 2014*

* Oversaw accounts payable processes, including supplier bill posting and payment preparation.
* Conducted supplier accounts reconciliations and resolved discrepancies.
* Coordinated with purchase managers to ensure accurate LPO issuance and tracking.
* Assisted in monthly financial closing and reporting processes.

**Education**

**Bachelor of Commerce (B.Com)**  
*Punjab University, Lahore, Pakistan*

**Technical Skills**

* **Accounting Software**: Tally ERP 9, QuickBooks, Sage 50, Focus.
* **MS Office**: Advanced proficiency in MS Excel and MS Word.

**Languages**

* **English**: Fluent
* **Urdu**: Native