



# Hamza Qaiser

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## Summary

Junior Accountant with strong knowledge of accounting principles, financial reporting and bookkeeping procedures.

Experienced in managing accounts payable and receivable, preparing financial statements, reconciling bank accounts and maintaining accurate financial records. Proficient in accounting software with strong analytical and problem-solving skills.

## Skill Highlights

Project management  
Strong decision maker  
Time Management

Problem Solving  
Innovative  
Service-focused

## Experience

Accountant - 10/2024 to Current The  
World College, Punjab Pakistan

Maintained accurate financial records using software.

Assisted in preparing monthly financial statements and reports.

Collaborated with staff to resolve discrepancies in financial data.

Organize documents for audits and compliance reviews.

Provided clerical support for payroll processing and related tasks.

Managed accounts receivable and payable, reconciled bank statements and prepared financial reports.

Managed accounts payable and receivable, improving cash flow management.

Junior Accountant - 01/2023 to 07/2024

Express Petroleum, Ajman UAE

Managed daily bookkeeping functions with attention to accounts receivable, accounts payable and banking reconciliation.

Managed inventory records and conducted periodic count to verify accuracy.

Prepare employee payrolls and company expenditures.

Maintained accurate financial records using software.

Provided clerical support for payroll processing and related tasks.

Managed accounts payable and receivable, improving cash flow management.

Assisted in preparing monthly financial statements and reports.  
Collaborated with staff to resolve discrepancies in financial data.  
Organize documents for audits and compliance reviews.  
Provided clerical support for payroll processing and related tasks.  
Managed accounts receivable and payable, reconciled bank statements and prepared financial reports.

Junior Accountant - 01/2022 to 01/2023

The Reader's School, Punjab Pakistan

Managed daily bookkeeping functions with attention to accounts receivable, accounts payable and banking reconciliation.

Maintained accurate financial records using accounting software.

Assisted in preparing monthly financial statements and reports.

Managed accounts payable, accounts receivable and improving cash flow managements.

## Education

Bachelor of Business Administration: Accounting & Finance - 2021

University of Sargodha, Pakistan

FSc. : Pre-Medical - 2017

Higher Secondary School, Pakistan

Digital Marketing

Virtual University, Pakistan