

# Mubashir Rathore

Accountant

## CONTACT

📍 Hyderabad, Pakistan

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## SKILLS

- ❖ Microsoft Excel
- ❖ Accounting Principles
- ❖ Financial Statement Prep
- ❖ Auditing
- ❖ Tax Compliance
- ❖ Data Analysis

## LANGUAGES

- ❖ English: Basic
- ❖ Urdu: Fluent
- ❖ Sindhi: Fluent

## PROFILE

Experienced accountant with expertise in financial transactions, budgeting, and cash flow management. Proficient in financial reporting, bank reconciliation, and compliance. Skilled in accounts payable/receivable, general ledger maintenance, and audit preparation. Strong analytical abilities to support decision-making and enhance business performance.

## WORK EXPERIENCE

### ACCOUNTANT

SAFCO Jan 2024 – Present

- Manage and oversee daily financial transactions, ensuring accuracy and compliance with financial regulations.
- Conduct bank reconciliations, maintain general ledger entries, and manage accounts payable/receivable.
- Prepare detailed financial reports and assist in budgeting, forecasting, and cash flow management.
- Ensure proper documentation and record-keeping to support financial audits and compliance.

### OFFICE ASSISTANT

Al-Zaib - Hyderabad Jan 2020 – Dec 2020

- Provided comprehensive administrative support to ensure smooth office operations.
- Managed scheduling, coordinated meetings, and maintained accurate office records.
- Assisted in communication between staff, students, and management.

## EDUCATION

### Master's Degree in Finance

University of Sindh - Jamshoro Jan 2016 – Dec 2017

### Bachelor's Degree in Commerce

University of Sindh Jan 2014 – Dec 2015

## DIPLOMA/CERTIFICATES

### DCBM:

Sind board of Technical Education Karachi 2014-2015

### Certificate:

Risk management and & Corporate Governance (SAFCO)  
Capacity Building Programmed.