



KALEEM ULLAH




Personal Information

Gender	Male
Driving License	LTV (UAE)
Nationality	Pakistani
Visa Status	Employment (NOC)

About Me

Dedicated accounting professional with a strong foundation in financial principles. Proficient in data entry, reconciliation, and financial analysis. Effective in managing accounts receivable processes and preparing comprehensive financial reports. Detail-oriented, with excellent communication skills. Committed to accuracy, compliance, and contributing to financial success.

Contact Me

-  (056) 307-3129 / (056) 492-5590
-  kaleem.profeccountant@gmail.com
-  Abu Dhabi, United Arab Emirates

Expertise Skill

- Computerized Accounting Diploma Conducted by NAVTTC program OF (Prime Minister's Youth Skills Development Program) From ICMA
- Certified QuickBooks ProAdvisor Conduct by Intuit QuickBooks Online
- SAP Finance & Costing (Fico) Tax & Corporate Skills Program Conducted by Institute of Business & Professional Development
- Inventory Management Conducted by HP Foundation Online
- Certificate OF English Language Conducted by Spoken English Academy

Work Experience

- **Junior Accountant**
Pakistan Telecommunication Company Limited, Islamabad
 - Recorded financial transactions and Maintained accurate ledgers
 - Assisted in the preparation of financial statements
 - Conducted data entry and verified data accuracy
 - Reconciled discrepancies and supported financial reporting
 - Collaborated with team members and ensured compliance with accounting principles
- Asst. Acct Payable**
Serene Airline, Islamabad
1 Years
 - Manage accounts receivable records and collections efficiently.
 - Prepare and send invoices to clients, ensuring accuracy.
 - Reconcile accounts and apply payments accurately.
 - Address customer inquiries and resolve billing issues promptly.
 - Maintain organized and up-to-date financial records.

Expertise Skill

- Accounting Principles
- Data Entry
- Software Proficiency
- MS Office
- Attention to Detail
- Organizational Skills
- SAP S/4HANA Fico Software
- QuickBooks Software
- Peachtree & Tally ERP Software
- Aging Reports
- Credit Analysis
- Financial Reporting
- Financial Analysis
- Auditing
- Taxation
- Financial Software
- Budgeting and Forecasting
- Risk Management
- Communication

Languages

- English
- Urdu
- Arabic
- Hindi

Work Experience

- Financial Accountant
OGDCL, Islamabad
1Years
 - Prepare and analyze financial statements, ensuring compliance with GAAP.
 - Conduct financial audits and maintain accurate records.
 - Manage budgeting, forecasting, and tax compliance.
 - Provide strategic financial insights and risk management.
 - Optimize tax strategies and maintain tax compliance
 - Collaborate with stakeholders for financial decision-making.

Education

- Bachelor’s degree (Accounting & Finance)
International Islamic University, Islamabad
CGPA 3.42/4

Diploma in Computerized Accounting
National Vocational & Technical Training
Commission, Pakistan
Grade-A

HSSC - Intermediate (Pre-Eng)
Comp-Tech Degree College, Kohat
Marks 990/1100

SSC - Matric
Al-Nasir Public & College Kohat
Marks 853/1100