

# Sameer Ahmed Khawaja

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## Profile

Motivated MBA graduate specializing in Finance, with over two years of experience in financial management, accounts payable, payroll assistance, and reporting. Skilled in financial analysis, compliance, and operational excellence, and committed to supporting business goals through strategic insights and collaborative teamwork.

## Professional Experience

### Junior Accountant, Dammam | April 2025 to Onwards

Airflow HVAC CO.

- Managing all documents in hard as well as in soft form for record keeping
- Tracking daily petty cash & fuel expenses
- Time sheets of employees and calculate salaries & overtime
- Assist in daily financial operations, maintaining communication with clients & vendors
- Prepare progressive invoices related to projects and issue Performa invoice
- Prepare & Maintain Payables and Receivables Data for VAT filing
- Assist Senior Manager for filing VAT to authorities

### Accounts Officer

EPIC Crafting's, Pakistan | OCT 2022 – DEC 2024

- Managed financial & tax records including: Payment to Vendors, Journal Vouchers, Bank payment vouchers & Purchase Invoices
- Accurately input Payables Data into ERP software's
- Verify incoming materials against PO's and documents ensuring no discrepancy
- On regular bases conduct Inventory Audits ensuring no discrepancies in system or physical count
- Controlling admin expenses within approved budget
- Supported tax compliance, prepared tax returns files, and facilitated audit processes
- Assist in preparing record for Exporting goods
- Organize, manage, and maintain all Company documents in both physical & electronic form to ensure they are accurate and can be used in audit process

### Trainee Officer

EPIC Crafting's, Pakistan | April 2022 – September 2022

- Understand all accounting & finance procedures and Policies
- Support Finance & Accounts Team (Bookkeeping, Document Filing)
- Act as Liaison between Accounts & Shipping team for recording of DHL & FEDEX invoicing in ERP system
- Verify incoming materials against GRN & POs and update inventory records
- Conduct regular physical counts of inventory to ensure no discrepancies
- Assist with Accounts & Export Managers as required

## **Education**

**Master of Business Administration (MBA) | Institute of Southern Punjab, Pakistan**

**Major: Finance, CGPA: 3.78 (Gold Medalist) | Oct 2022 – Mar 2024**

**Bachelor of Business Administration (BBA) | Bahauddin Zakariya University, Pakistan**

**Major: Finance, CGPA: 3.34 | Sept 2018 – May 2022**

## **Key Skills**

### **Technical:**

- Data Visualization (Excel, data tools)
- Accounting ERP Systems
- Microsoft Office Suite (Excel, Word, PowerPoint)

### **Soft Skills:**

- Analytical & Research Abilities
- Problem Solving & Decision Making
- Time Management & Organizational Skills
- Communication & Collaboration

## **Languages:**

- English (Fluent)
- Urdu (Native)