

# BILAL SADIQ

ACCOUNTS EXECUTIVE 📍 LAHORE, PAKISTAN ☎ 03214909984

## ◦ DETAILS ◦

LAHORE  
Pakistan  
03214909984  
[bilalsadiq344@gmail.com](mailto:bilalsadiq344@gmail.com)

## ◦ SKILLS ◦

Accounting  
Computerized Accounting  
Management  
Inventory Management  
Microsoft Excel  
Microsoft Word  
Financial Analysis  
Consulting  
Reconciliation  
Reports Writing  
Ledgers Reconciliation

## ◦ LANGUAGES ◦

English  
Urdu  
Punjabi

## ◦ HOBBIES ◦

Social Networking, Cricket, Book  
Reading



## PROFILE

An independent and self-motivated accounts executive with a Bachelor's in Commerce and Law over 8+ years of experience in financial analysis, consulting & accounting. Seeking to leverage my accounting expertise in the Accounts Executive position Innovative Concrete Products Private Limited.



## EMPLOYMENT HISTORY

### Accounts Executive at Innovative Concrete Products (Pvt) Ltd., Lahore

September 2017 — September 2023

Manufacturer of Concrete Products, Tuff Pavers, Concrete Blocks & Kerb Stones. Roles & Responsibilities:

- Ledgers Reconciliations
- Preparing Monthly Bank Reconciliation
- Annual Income Tax Return & Monthly Sales Tax Returns Working
- Annual Audit Working
- Trail Balance & Balance Sheet
- Monthly & Daily Financial Reporting
- Accounts Receivables & Payables
- Store & Inventory Management
- Accounts Bud-getting & Analyzing
- Import Working
- Annual SECP Returns Working
- Compliance with Banks & Bankers
- Legal Working regarding Mortgage & Redemption of Land & Company's Cases
- Compliance with FBR & SECP & Tax & Audit Consultant
- Compliance with Government Departments like PESSI, EOBI & Labour Dept. etc.
- Verifying Daily Bank Receipts & Payments Vouchers
- Verifying Monthly Staff Salaries & Commissions

### Accountant at Saudagar EPS industries (Pvt) Ltd., Lahore

February 2015 — September 2017

Manufacturer of Thermopore Sheets, Pipes & Thermopore Packings. Roles & Responsibilities:

- Checking Bank Receipts & Payments
- Preparing Monthly Bank Reconciliation
- Maintaining the accounts of Sundry Debtors & Sundry Creditors
- Maintaining Sales & Sales Tax Invoices & Purchase Invoices
- Ledgers Reconciliations
- Maintaining Daily Cash Reports
- Preparing Staff Salaries & Commissions



## EDUCATION



**LLB 3 years (Graduation in Law), Superior College of Law, Lahore**

January 2016 — January 2018



**Bachelors in Commerce, the University of the Punjab, Lahore**

October 2012 — December 2014



**F.Sc (Pre Engineering), Govt. Islamia College, Lahore**

March 2010 — June 2012



**Matriculation in Science, Govt. Central Model School, Lahore**

March 2008 — August 2010



## EXTRA-CURRICULAR ACTIVITIES



**Blood Donor**

Award holder from Blood Collection.org



**First Aid Training**

Pakistan Red Crescent Society



## REFERENCES



References available upon request