

ABUBAKAR SHABBIR

+92-334-4018256 • abubakarshabbir1@gmail.com

Education

Institute of Cost and Management Accountant Pakistan	Lahore, Pakistan
ACMA-Qualified	2018-2020
COMSATS Institute of information technology (3.36)	Lahore, Pakistan
Master of Business Administration- Major in Finance	2015-2017
COMSATS Institute of information technology (2.75)	Lahore, Pakistan
Bachelor of Science in Business Administration, Major in Finance	2011-2015

Experience

RAAZIQ International Pvt Ltd	Lahore, Pakistan
Account Executive: (Sep-2020-Oct-2021)	
<ul style="list-style-type: none">• Management of all payment cycle activities in timely manner• Effective payable management• Ensured Execution of smooth period end closing activities through validation and completeness of all financial transactions• Ensured Bank reconciliation are adequately prepared and reconciling item addressed timely as per defined KPIs• Reconcile accounts, resolving discrepancies and collaborating across various finance and non-finance function effectively• Correspondence with Tax consultant to ensure timely submission of tax returns and tax payment• Ensured effective management of fixed asset• Responsible for timely processing of fixed assets addition and disposals• Facilitate internal and external auditor to ensure accuracy	

Academic Activities

Institute of Business and Professional Development	Karachi, Pakistan
SAP Skills Set in SAP FICO Training	
During the academy we have been proactive towards learning SAP FI skills & practiced the following Scenarios in SAP FI and SAP CO Module.	
<ul style="list-style-type: none">• SAP FI- General Ledger Accounting• SAP FI- Accounts Payable Accounting• SAP FI- Accounts Receivable Accounting• SAP FI- Cash and Bank Accounting• SAP FI- Asset Accounting Module	

AMAL ACADEMY

Lahore, Pakistan

Education startup funded by Stanford University that teaches professional skills to students and corporations

Career-Prep Fellow: June2016– september2016

- Invested 150 hours in order to develop business skills (e.g., communication, leadership, problem solving, teamwork, etc.) That will help me make a deeper impact on the job

Key Skills

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- Experience in Management Accounting, Costing, Budgeting and Financial Reporting
 - Strong Excel skills
 - Strong analytical skills, interpersonal skills with ability to work effectively with cross-functional teams and to work independently