



Farooq Haider Soomro

Accounts Executive

CONTACT

+92-309-5407616

farooqhaidersoomro@gmail.com

PROFILE SUMMARY

I am highly organized and self driven individual and passionate about developing the Career in the field of Accounting and finance. I am accredited holder of M.Sc Management Science Degree from National College of Business Administration and Economics Lahore Pakistan.

I have more than 4 years of experience in the field of Accounting and finance.

WORK EXPERIENCE

ACCOUNTS EXECUTIVE

4 Years

INDUS PLUS PVT LTD. | Lahore, Pakistan

As an Account Executive at Indus Plus PVT LTD, I was responsible for managing financial transactions, Supervision of Cashier & Assistant Accountant, checking payment documents and processing Vendor payments as per SOPs, and ensuring accurate record-keeping with meticulous attention to details, I was maintaining Payables record, reconcile daily Payments, and provide services by addressing inquiries and resolving discrepancies efficiently. My role was to contribute to a seamless financial operation and a positive experience within the organization.

ACCOUNT OFFICER

6 Months

PRECISION MATES | Lahore, Pakistan

As an Account Officer at Precision Mates, I was managing accounts with precision and care. I ensure compliance with industry regulations. I was assisting Accounts department for Payables Management, Bank Reconciliation, Ledger Reconciliation, GRN Posting, and Monthly Stock taking.

INTERNSHIP AS ACCOUNT OFFICES

3 Months

ROYAL LEATHER INDUSTRIES | Lahore, Pakistan

During my internship at Royal Leather Industries, I supported the finance team in various aspects of account management. I assisted in processing transactions, reconciling accounts, and ensuring accurate financial records. Through hands-on experience, I gained insights into financial operations within the manufacturing sector while contributing to the company's commitment to financial precision and excellence.

JOB DESCRIPTION

- Daily Expense budget preparation
- Posting PV, JV, CPV, BPV, CRV, BRV & SV
- Verification of Purchase Documents
- Salary preparation and Payment
- Payment to Vendors as per SOPs
- Preparation of Cheques for Payment
- Bank Reconciliation
- Assistant to Manager for Monthly Closings
- Ledger Reconciliation
- Assistant to Manager for Profit and Loss Statement
- Aging
- Interaction with Banks for Smooth flow of transaction
- Stock Taking
- Coordination with Internal Departments for Payment
- Posting Entries in Software
- Cash flow Statement
- Accrual Booking
- Verification of payment voucher to ensure accuracy and transparency

EDUCATION

D.COM

Govt. College Baghbanpura LHR
2016 - 2017

Bachelor in Commerce

Punjab University LHR
2018 - 2019

MSc. Management Science

N C B A & E
2021 - 2023

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Enterprises Resource Planning
- Financial Analytics
- Quick Learner
- Problem Solving Attitude

PERSONAL INFORMATION

Age 26 Years
Gender Male
Status Married
Religion Islam

LANGUAGE

- URDU (Native)
- ENGLISH (Fluent)