

JUNAID ALI, Accountant & Administrator

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SUMMARY

Detail-oriented Junior Accountant and Administrator with 5 to 6 years of experience in financial management and administrative support. Proficient in managing accounts payable and receivable, generating payroll and transaction reports, and ensuring compliance with financial regulations. Successfully streamlined filing systems and enhanced operational efficiency in previous positions. Eager to contribute strong organisational skills and analytical expertise to enhance financial processes and support the objectives of the organisation.

WORK EXPERIENCE

09/2022 – 11/2025

JR. ASSISTANT, Pakistan Atomic Energy Commission

- Streamlined and maintained filing systems, both digital and physical.
- Composed and formatted reports, presentations, documents, and spreadsheets using Microsoft Office Suite. Entered data into databases accurately and efficiently.
- Entered data into databases with precision and efficiency
- Responed incoming calls in a professional manner.
- Supported senior staff with various administrative tasks and project initiatives.
- Executed general clerical duties such as photocopying, faxing, and mailing packages.
- Scrutinised contracts for accuracy prior to submission to senior management for approval.
- Organised paperwork and ensured the filing system remained neat and efficient.
- Wrote and refined professional letters, notes, and memoranda.
- Devised plans to propose solutions to challenges related to efficiency, costs, or profits.

07/2021 – 09/2022

ACCOUNTANT & ADMINISTRATOR, The smart School Shewa Adda Campus pakistan

04/2019 – 07/2022

ACCOUNTANT & ADMINISTRATOR, The Scholar's English Medium School KSK

- Oversaw all accounting transactions.
- Compiled daily transaction reports.
- Generated monthly payroll reports.
- Managed cash receipts and payment transactions.
- Reconciled accounts payable and receivable effectively.
- Coordinated daily operational activities as well.
- Formulated budget forecasts to aid financial planning.
- Facilitated monthly, quarterly, and annual financial closings.
- Ensured timely processing of bank payments.
- Supervised balance sheets and profit/loss statements.
- Audited financial transactions and documents rigorously.
- Comply to financial policies and regulations.
- Responsible for the preparation of monthly financial results, budget forecasts, quarterly projections, and compliance with reporting requirements.
- Collaborated with the finance team to develop business unit and product reports for future projects.

EDUCATION

2014 – 2018	University Of Peshawar BS COMMERCE, Accounting & Finance
2012 – 2014	BTE Peshawar D.COM
2010 – 2012	BISE Mardan Matriculation

SKILLS

Financial analysis	Budgeting
Clerical Support	Database Coordination
Customer Relations	Administrative Support
File Management	Computer Skills
Administrative Duties	Office Management
Presentation Creation	File and Record Keeping
Travel Arrangements	Data Confidentially
Active team Player	Communication
Leadership	Financial Reporting
Financial Statement Analysis	Reconciling Accounts
Microsoft Excel	Accounting Principles
Organizational Skills	Independent
Teamwork	Fast Learner

LANGUAGES

ENGLISH	INTERMEDIATE
URDU	EXPERT
PUSHTO	NATIVE
PUNJABI	BIGGENER