



Arjumand

Accountant

Al Salamah, Umm Al Quwain UAE •

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SUMMARY

My name is Arjumand I have Bachelor Degree of Commerce in accounting aspiring to combine educational background with progressive experience to excel as a Professional Accountant. Solid expertise in managing accounts payable and receivable functions, verifying vendor accounts, reconciling financial statements, and checking payments and receipts.

PROFESSIONAL EXPERIENCE

MICS Academy & IT Solutions - Mardan, PK

Accountant, August 2020 – November 2021

- Maintain accurate accounting records, including journal entries, accounts payable, and accounts receivable
- Deliver support in the preparation and analysis of financial statements
- Perform monthly bank and account reconciliations to Verify 100% accuracy of academy and bank records
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions

Trustech IT Solution Provider. – Peshawar, PK

Administrative Assistant, March 2018 – January 2020

- Answers phone calls, schedules meetings and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results

EDUCATION

ABDUL WALI KHAN UNIVERSITY – Mardan, PK

Bachelor of Commerce in Accounting,

Graduated cum laude (55%)

GCMS 2 – Mardan, PK

Diploma of Business Administration,

GCMS 2 – Mardan, PK

Diploma of Information Technology

GCMS 2 – Mardan, PK

Certificate In Computer Base Accounting

ADDITIONAL SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint), QuickBooks, Tally, Peachtree
- Fluent in Urdu and English
- Strong written and oral communication.
- Team Leader
- Time management
- Organization and attention to detail
- Active learning