



SAMER SHAGRAF

FINANCE ACCOUNTANT

PERSONAL PROFILE

Experienced Financial Accountant with a demonstrated history of working in the management consulting industry. Skilled in Microsoft Word, Event Management, Youth Leadership, Management, and Account Management. Strong accounting professional with a Master of Business Administration (MBA) focused in Accounting and Finance from The University of Lahore

WORK EXPERIENCE

Accountant

Glaring Star Surgical Instrument Pvt Ltd 3rd Aug 2020 to 25th June 2022.

- Maintain Salary Record on Payroll Manager Software
- Record all Financial Transactions in Microsoft excel or given Customized Software.
- Prepare financial documents such as invoices, bills, and accounts payable and receivable.

Accountant

- **A-Karim & Sons Engineering Pvt Ltd July,2019 to 23rd, Dec 2019.**
- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Excellent accounting software user and administration skills. Bank Reconciliation

Assistant Accountant

- **Hashmat Medical & Dental college. | july,2013 - Jun 2014** Determines payroll requirements, maintains payroll data, prepares and processes monthly payrolls.
- Interacts with internal and external auditors in completing audits.
- Explain billing invoices and accounting policies to staff, vendors ,and clients.

EDUCATION HISTORY

- **Master in business administration (Finance)**
University of Lahore. 2014-2018
- **Bachelor in Commerce**
Ibn-e-mam College Jalal pur Jattan 2011-2013
- **Intermediate in Commerce**
Ibn-e-mam College Jalal pur Jattan 2009-2011
- **Matriculation**
Christian Boys High School Mantinpur 2007-2009

CONTACT ME AT



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Samer Shagraf

EXPERTISE

- Project Management
- Accounts Payable & Receivable
- Budgeting and Cost Analysis
- Enterprise Resource Planning
- Digital Marketing
- Ads Analytics Expert

SOFTWARE SKILLS



Tally & Quick book



Payroll Manager & VT
Cash Book



Design Awards