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# UMAIR ALI

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## Summary

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An adaptable and dedicated Accounts professional, I have 2+ years of accounting experience in a highly challenging environment which refined my ability to critically evaluate financial data; enhanced my communications and improved problem-solving skills. Experienced in financial management, driving strategic planning, and enhancing profitability. Excel at analysing financial data, streamlining processes, and supporting decision-making for sustainable growth. Proven track record in budget management, financial reporting, and team leadership.

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## Experience

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### Finance Manager Sigma Scientific

08/2024 to Current  
Islamabad, Pakistan

- Prepare, examine, and analyse accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develop, implement, modify, and document record-keeping and accounting systems, making use of current computer technology.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Ensured that financial records are accurate, and that taxes are paid properly and on time.
- Reviewed and approved all financial transactions, maintaining strict control over expenditures.
- Coordinated with external auditors to facilitate annual audits, achieving clean audit reports.
- Monitored expenses, income, budgets and petty cash records and acted upon errors.
- Evaluated finances to assess budget and controls and identify areas for improvement.
- Coordinated smooth operation of monthly payroll, facilitating timely employee payments.
- Trained and mentored junior finance team members in accounting processes to enhance overall team performance.
- Prepared management accounts and budget-holder reports, identifying significant trends and variances.
- Controlled expenditure oversight recordkeeping and monitored compliance with standards.
- Improved organization's financial health and operation viability.
- Handled customer and employee finance queries, complaints and concerns, resolving with balanced solutions.
- Managed accounts payable and receivable, raising invoices, reconciling accounts, and processing cash transactions.
- Managing and calculating salaries for the Head Office, Branch Office, and Factory.
- Assessed financial strengths and weaknesses of company strategy.

### Assistant Finance Manager Zeetech Corporation

07/2023 to 06/2024  
Islamabad, Pakistan

- Managed accounts payable and receivables, raising invoices, reconciling accounts and processing cash transactions.
- Oversaw payroll processing, ensuring accurate and timely payment to all staff members.
- Performed thorough cash flow analysis and monitoring, maintaining smooth, efficient company finances.
- Kept up-to-date with changes in financial regulations and legislation that may impact the company or future financial decision-making.
- Increased transparency of financial operations to prepare for external audits.
- Enhanced revenue recognition processes, improving accuracy and timeliness of income reporting.
- Monitored expenses, income, budgets and petty cash records and acted upon errors.
- Analysed financial data to identify trends and areas for improvement in cost control.

- Maintained and updated fiscal calendar for audit schedule, tax reporting and other reporting deadlines.
- Documentation with SECP, FBR, ICCI, and the Ministry.
- Tender Financial Work.
- Represented organisation with regulatory bodies and key stakeholders.
- Bank Management.
- Developed financial models to support decision-making on investment opportunities and capital projects.

#### **Assistant Coordinator (BUHO) DIT**

**04/2022 to 01/2023**

#### **Bahria University Head Quarters**

**Islamabad, Pakistan**

- Maintained office equipment, scheduling repairs and upgrades to ensure operational efficiency.
- Monitored staff performance and developed improvement plans.
- Managed smooth operations and communicated timely updates to coordinate administrative activities.
- Websites of BU campuses and Word Press Handling.
- Analysed performance data, producing detailed reports to inform management decisions and drive continuous improvement.

#### **Affiliate Marketer (Internee)**

**10/2021 to 03/2022**

#### **Zameen.com**

**Islamabad, Pakistan**

- Collaborated with team members to achieve target results.
- Managed complaints with calm, clear communication and problem-solving.
- Achieved service time and quality targets.
- Engaged with customers to better understand needs and deliver excellent service.
- Identified issues, analysed information and provided solutions to problems.
- Built and maintained courteous and effective working relationships.
- Handled customer concerns and escalated major issues to supervisor.

#### **Internee**

**01/2020 to 11/2020**

#### **United States Institute of Peace**

**Islamabad, Pakistan**

- Met schedule using excellent planning and coordination skills.
- Prepared range of written communications, documents and reports.
- Developed excellent working knowledge of industry trends and improvements in processes.
- Projects that could help students situated in different areas for social development.

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### **Skills**

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|------------------------------------|--------------------------------|
| • Financial reporting              | • Reporting and documentation  |
| • Financial data analysis          | • Payroll administration       |
| • Budget management                | • Auditing                     |
| • Tax compliance                   | • Cash handling                |
| • Cash flow management             | • Reconciliations              |
| • Financial modeling               | • Accounts Payable/Receivables |
| • Problem solving                  | • Interpersonal skills         |
| • Team leadership                  | • Profit and Loss Account      |
| • Excel proficiency                | • Balance Sheets               |
| • Financial reporting and analysis | • Financial Statements         |
| • Expense management               | • Decision making              |
| • Month-end close management       | • Data Entry                   |
| • Account reconciliation           | • Employee Relations           |

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## Education

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### Bachelors in Accounting and Finance

Bahria University

2023

Islamabad

### Matriculation

Jinnah Education System

2017

Taxila

- Science Group

### Master of Science: Masters in Finance

Bahria University

Islamabad

- Present

### ACCA

Bahria University

Islamabad

- Fundamentals – F9 cleared
- Present

### Intermediate

Jinnah Education System

Taxila

- Pre-engineering

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## Languages

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### Urdu:

C2



### English:

C1



### Punjabi:

C2



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## Certifications

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- Certificate of Participation for **Green Pakistan Tree Plantation Drive 2021** by **HHRD Youth Empowerment Program**.
- Certificate of Completion of Virtual Summer Internship Program at **State Bank of Pakistan (SBP)**.
- Affiliate Program at **Zameen.com**
- **Financial Literacy Program** at **SBP**.
- Certificate from **World Space Week (SUPARCO)-IST**.
- Certificate in **Undergraduate & Master's Virtual Internship Program (2020)**.
- Certificate from the **United Institutes of Peace (2020)**.

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## Hobbies and interests

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- Gym
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- Travelling
- Bike Ridings

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## Software

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- Oracle
- ERP
- Odoo
- MS Office
- Zero

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## References

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- References are available upon request.