



# ABDUL QAYUM

ACCOUNTANT | FINANCIAL REPORTING | BUDGET & FORECASTING



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Jubail, Eastern Province, Saudi Arabia

## EDUCATION

### Bachelor of Science (BS) in Accounting & Finance

- **University of the Punjab, Pakistan**

- 2020-2024
- **CGPA: 3.33/4.00**
- **Coursework:** Financial Accounting, Cost Management, Business Finance, Taxation, and Auditing

### Certified Management Accountant (CMA) – Ongoing

- **Institute of Cost and Management Accountants of Pakistan (ICMAP)**

- 2024-Present
- Exempted from Operational Level and Managerial Level 1
- Pursuing advanced knowledge in cost accounting, financial management, and strategic decision-making

### NEBOSH IGC (2021)

## EXPERTISE

- Financial Accounting & Reporting
- Taxation & Compliance
- Payroll Processing
- Financial Data Analysis
- Budgeting & Forecasting
- Audit & Internal Controls
- Effective Communication & Leadership

## LANGUAGE

English



Urdu



Pujabi



## ABOUT ME

Detail-oriented and results-driven Accountant with expertise in financial reporting, account reconciliation, and compliance with international accounting standards. Proficient in QuickBooks, NetSuite, and Excel, with a strong ability to streamline financial processes and enhance accuracy. Adept at managing general ledgers, payroll processing, tax filings, and audits, ensuring financial integrity and efficiency. A proactive problem-solver with excellent analytical, critical thinking, and leadership skills, committed to driving financial stability and business growth.

## EXPERIENCE

### Accountant

- **United tenth contracting company Jubail KSA**
- **11/4/2025 till date**
- Manage project-based financial records to ensure accurate tracking of costs, revenues, and budgets across ongoing contracts.
- Prepare and analyze monthly financial reports, including cash flow statements and job costing summaries, to support management decisions.

### Accountant

- **HRMD Management LLC, Texas (Remote)**
- **10/2024-Present**
- Manage daily accounting tasks, including journal entries, account reconciliation, and maintaining general ledgers using NetSuite and QuickBooks.
- Assist in financial statement preparation, payroll processing, and expense management, ensuring compliance with GAAP and IFRS. Support audits, tax filings, and budget tracking, contributing to financial accuracy and compliance.

### Junior Accountant

- **Grand City Developers, Pakistan**
- **03/2024 -08/2024**
- Maintained general ledgers, processed journal entries, and reconciled accounts, ensuring accuracy in financial records.
- Assisted in financial reporting, payroll processing, and tax documentation, ensuring regulatory compliance.
- Contributed to audit preparation and internal financial controls, reducing financial discrepancies.
- Monitored and reconcile accounts payable and receivable to ensure timely payments and receipts.

### Internship

- **ZTBL Bank Limited, Pakistan**
- **07/2023 -08/2023**
- Gained hands-on experience in banking operations, account reconciliation, and financial documentation.
- Assisted in loan processing procedures, customer transactions, and financial reporting, improving practical banking knowledge. Conducted analysis of financial data to identify trends and provide insights for senior management. Strengthened analytical and problem-solving skills by working with financial data in a professional banking environment