



## Luqman Tariq

**Nationality:** Pakistani **Date of birth:** 23/09/1988 **Gender:** Male

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**Home:** House # 374, Sector F-1, Mirpur Azad Jammu Kashmir, (Pakistan)

### ABOUT ME

Detail-oriented and results-driven accountant with a strong foundation in financial analysis, reporting, and compliance. Eager to leverage my analytical skills and expertise in accounting principles to contribute effectively to a dynamic organization. Seeking a challenging position where I can apply my knowledge to ensure accurate financial management, drive process improvements, and support the achievement of organizational goals.

### WORK EXPERIENCE

#### Accountant

**Bloomfield Hall School Mirpur Campus** [ 01/11/2017 – Current ]

Country: Pakistan

- Maintain accurate financial records for the school, including expenditures, revenues, assets, and liabilities.
- Process invoices, purchase orders, receipts, and payments in a timely manner.
- Reconcile bank statements and ensure that financial transactions are properly recorded and documented.
- Prepare financial reports and statements for school administrators, board members, and external stakeholders.
- Assist in budget preparation and monitoring to ensure adherence to financial goals and regulatory requirements.
- Manage payroll processing, including calculating wages, deductions, and taxes, and ensuring compliance with relevant laws and regulations.
- Collaborate with auditors during annual audits to provide documentation, explanations, and support as needed.
- Provide financial guidance and support to school administrators and staff to facilitate informed decision-making.

#### Accountant

**Bahria Foundation College Mirpur Campus** [ 01/02/2015 – 31/10/2017 ]

Country: Pakistan

- Maintain accurate financial records for the school, including expenditures, revenues, assets, and liabilities.
- Process invoices, purchase orders, receipts, and payments in a timely manner.
- Reconcile bank statements and ensure that financial transactions are properly recorded and documented.
- Prepare financial reports and statements for school administrators, board members, and external stakeholders.
- Assist in budget preparation and monitoring to ensure adherence to financial goals and regulatory requirements.
- Manage payroll processing, including calculating wages, deductions, and taxes, and ensuring compliance with relevant laws and regulations.
- Collaborate with auditors during annual audits to provide documentation, explanations, and support as needed.
- Provide financial guidance and support to school administrators and staff to facilitate informed decision-making.

#### Accountant

**Jinnah Scholar School System Mirpur Campus** [ 01/03/2014 – 31/01/2015 ]

Country: Pakistan

- Maintain accurate financial records for the school, including expenditures, revenues, assets, and liabilities.
- Process invoices, purchase orders, receipts, and payments in a timely manner.
- Reconcile bank statements and ensure that financial transactions are properly recorded and documented.
- Prepare financial reports and statements for school administrators, board members, and external stakeholders.
- Assist in budget preparation and monitoring to ensure adherence to financial goals and regulatory requirements.
- Manage payroll processing, including calculating wages, deductions, and taxes, and ensuring compliance with relevant laws and regulations.
- Collaborate with auditors during annual audits to provide documentation, explanations, and support as needed.
- Provide financial guidance and support to school administrators and staff to facilitate informed decision-making.

## EDUCATION AND TRAINING

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### Bachelors in Commerce

*Mirpur University of Azad Jammu Kashmir* [ 2013 ]

Country: Pakistan

### Intermediate

*BISE Mirpur* [ 2009 ]

Country: Pakistan

### Matric

*BISE Mirpur* [ 2007 ]

Country: Pakistan

## DIGITAL SKILLS

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MS Office / MS Word / MS Excel / MS PowerPoint / Data Entry / Internet Browsing / Windows Troubleshooting / MS Windows Installation (98, 2000, XP, 7, Window 8, Window 10)

## PERSONAL SKILLS

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Some personal skills are as :

- Creativity
- Teamwork
- Leadership
- Adaptability
- Collaboration
- Communication
- Critical Thinking
- Problem Solving
- Interpersonal skills
- Time Management

## LANGUAGE SKILLS

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Other language(s):

### English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

### Urdu

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

### Punjabi

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*