Lahore, Pakistan | (+92) 0313-4980650 | sadiqateeb@gmail.com

ATEEB SADIQ

https://www.linkedin.com/in/ateeb-sadiq-308422160

CAREER SYNOPSIS

Competent and result-oriented professional offering 7+ years of hands-on experience as an accountant. Proficient at all accounting functions, including balance sheets, processing payments, GAAP, managing accounts payable, budgeting, auditing, and optimizing productivity, efficiency, and service quality across various professional environments. Dedicated to providing exemplary work and support and skilled at working quickly and accurately under tight deadlines. Looking to obtain a challenging leadership position applying creative problem-solving, interpersonal, and administrative functions to achieve optimum utilization of its resources to help the company efficiently and productively while enhancing its reputation.

AREAS OF EXPERTISE

● Business Acumen

● SAP, ERP & Oracle

● Tax & Bank Reconciliation

● Corporate Governance

● Risk Assessment

● Critical Thinking & Decision Making

● Financial Analysis

● Payroll & Fixed Assets

● Budgeting & Forecasting

● Internal Control & Audit

● Ad hoc Finance

● Communication & Presentation

● Valuation & Portfolio Analysis

● Multicultural Awareness

● General Ledger

● Leadership & Mentoring

● MS Office & Report Writing

● Responsibility & Adaptability

PROFESSIONAL EXPERIENCE

**COST ACCOUNTANT | NISHAT MILL LIMITED (TEXTILE IND.)**

**16-Sep 2019 - Present**

● Support the Accounting Officer and depot management by effectively managing the sales depot finance activities. Supervise and lead finance teams and provide guidance, mentorship, and performance evaluations.

● Preparing and filing tax returns, including income tax, value-added tax (VAT), and other applicable taxes. Staying up-to-date with tax laws and regulations to ensure compliance and optimize tax planning strategies.

● Collaborate with cross-functional teams to ensure accurate and timely financial reporting.

● Handle various external audit engagements (financial and tax), including coordinating with the external and internal Tabby teams to ensure that audit requirements are promptly provided.

● Identifying financial risks, such as market, credit, and operational risks. Developing and implementing risk mitigation strategies and controls to safeguard the organization's financial assets.

● Designing, implementing, and maintaining accounting and finance policies and procedures aligned with the organization's goals and regulatory requirements, including creating policies for financial reporting, budgeting, expense management, internal controls, and compliance.

● Utilizing accounting software and financial systems to process transactions, generate reports, and streamline financial processes. Collaborating with IT teams to implement system enhancements and troubleshoot any issues.

● Develop annual budgets and periodic forecasts in collaboration with relevant departments. Monitor actual financial performance against budgeted targets and provide analysis of variances. Make recommendations to optimize financial resources and improve profitability.

**ASSIST. ACCOUNTANT | RUDOLF GROUP (CHEMICAL IND.)**

**22-Apr-2019 To 14-Sep-2019**

● Conducted financial analysis, including cost analysis, profitability analysis, and financial modeling. Assisted in strategic planning, evaluating investment opportunities, and providing financial insights to support decision-making.

● Monitored cash inflows and outflows, managing working capital, and optimizing cash flow to ensure sufficient liquidity. Identifying opportunities for cash flow improvement and implementing appropriate measures.

● Maintained the general ledger and ensured accurate recording of financial transactions. Performed month-end and year-end closing activities, such as journal entries, account reconciliations, and accruals.

● Ensured compliance with local accounting regulations, international financial reporting standards (IFRS), and internal control policies. Assisted with external audits and provide necessary documentation and support.

● Conveyed financial information accurately and clearly, including preparing and delivering presentations, explaining complex concepts, and collaborating with stakeholders to ensure financial data was understood and decisions were made based on informed analysis.

**ASSIST. ACCOUNTANT| DIVINE DEVELOPERS (CONSTRUCTION COMPANY)**

**24-Nov-2017 To 25-Mar-2019**

● Assisted in preparing financial reports, such as balance sheets, income statements, and cash flow statements, to provide insights into the organization's financial performance.

● Participated in the budgeting and forecasting processes by analyzing historical financial data, identifying trends, and assisting in preparing financial plans and projections.

● Managed accounts payable and accounts receivable processes involving recording and processing invoices, payments, and collections and ensuring timely and accurate transactions.

● Managed the day-to-day operations. Verified the bank deposits

**ASSIST.ACCOUNTANT | SG GROUP OF INDUSTRIES (OIL & SPINNING MILLS)**

**15-Jul-2016 To 30-Apr-2017**

● Conducted periodic bank reconciliations to verify the accuracy of the organization's cash and bank transactions, identifying discrepancies and taking appropriate corrective actions.

● Accurately processed the invoices payments within the given time frame

● Supported the tax compliance process, including calculating and filing tax returns, maintaining records

● Prepared the statutory accounts. Worked with the sales and purchased ledgers and journals

PERSONAL INFO

Nationality: Pakistani

CNIC: 35201-4773357-9

Marital Status: Married

ACMA | ICMA

EDUCATION

Present

BACHELOR OF COMMERCE | PUNJAB UNIVERSITY

2018

LANGUAGE

English (B1) Arabic (B1) Urdu (Native)