SAJJAD HUSSAIN (MBA – FIN)

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D.O.B: 25 August 1995
Notice Period: Immediate
Iqama Status: Transferable & Valid

OBJECTIVE AND SUMMARY

Motivated professional with Over 6 years of experience in Accounts, A/P, Night audit, Receiving Clerk and Storekeeping, seeking a challenging role where I can contribute to financial accuracy, efficient inventory control, smooth warehouse operations as well skilled in invoice processing, auditing, stock handling, and systems, with a strong focus on reliability and attention to detail.

WORK EXPERIENCE

Accountant - Payable In-charge
Sama Al Salam – Madina
05 Jan 2024 to till Now

Responsibilities:

- Reviewing and verifying invoices after receiving from receiving/store or other departments, checking LPOs with invoices and ensuring invoices are duly signed and stamped by receiving clerk and POs are approved by all authorities.
- Posting AP invoices to the AP module through "Invoice Entry option" by extracting from the material controls module and ensuring the expenses are going to right account codes and posting direct Invoice (Contract & non-PO Invoices) to system.
- Resolving discrepancies in vendor's invoice by preparing vendor's reconciliations by matching vendor's statement of account with our statement of account.
- Processing payments based on creditors aging and terms of payments as defined in the credit agreement and by keeping in mind cash flow position.
- Posting of cash/cheques deposited in the bank by General Cashier, posting of petty cash vouchers in system, preparing petty cash reimbursements.
- Making bank reconciliation of payment accounts on monthly basis.
- Helping in the closing of monthly accounts, preparation of financial reports in accordance with company Policies & Procedures, ensure reporting deadlines are met.
- Deducting with-holding tax & VAT from vendors invoices with respect to their filling status.
- Prepare monthly payroll and ensure timely disbursement of salaries through WPS system and cash salaries as well as preparing payroll & related JV, accrual JVs and accrual schedules and posting in system.
- Preparing customer refund to their bank account.

Payable In-charge
Park Lane Hotel – Lahore
10 Nov 2021 – 05 Dec 2023

Responsibilities:

- Posting AP invoices in the system and ensuring its being posted to right account codes and posting direct Invoice (Contract & non-PO Invoices) to system as well.
- Resolving discrepancies in vendor's invoice by preparing vendor's reconciliations by matching vendor's statement of account with our statement of account.
- Processing payments based on creditors aging and terms of payments as defined in the credit agreement and by keeping in mind cash flow position.
- Posting of cash/cheques deposited in the bank by General Cashier, posting of petty cash vouchers in system, preparing petty cash reimbursements.
- Making bank reconciliation of payment accounts on monthly basis.

- Prepare monthly payroll and ensure timely disbursement of salaries through WPS system and cash salaries as well as preparing payroll & related JV, accrual JVs and accrual schedules and posting in system.
- Preparing customer refund to their bank accounts.
- Reviewing Suppliers invoices with purchase order to ensure arithmetic accuracy.
- Preparation of monthly aging of creditors and matching with system.

Night Auditor
Park Lane Hotel – Lahore
10 Nov 2020 – 08 Nov 2021

Responsibilities:

- Verifying that all transactions performed at the front desk are supported by documentary evidence and signatures as necessary and that they have been correctly posted and allocated into PMS system.
- Verifying that room rates must not be posted into Non-Revenue Generated (NRG) guests or accounts in House.
- Verifying PM rooms and ensuring all Direct Bills (City Ledgers) have Cover Letters attached.
- Verifying that all charges posted from the Micros (SPA, Laundry, F&B Outlets) software have reached the correct guest folios and not missing.
- Verifying that room rates are correctly posted into guest's account.
- Checking the Rate Variance Report to ensure that the Discounts are given according to Hotel's policy.
- Preparing a summary of cash, check, and credit card activities.
- Checking figures, postings, and documents for accuracy. record, store, access, and/or analyze computerized financial information.
- Run end of day process in property management software (PMS).

Receiving clerk & Storekeeper
Premier Pharma Distribution – Multan
04 Oct 2018 to 04 Nov 2020

Responsibilities:

- Physically inspect shipments for damage, shortages, or incorrect items.
- Received and inspected all incoming goods against purchase orders and invoices.
- Checked quantity, quality, and expiry dates of products upon delivery.
- Followed **FIFO** and **FEFO** methods for stock management.
- Properly labelled and stored all materials in designated locations.
- Maintained accurate records of received, issued, and returned items.
- Issued stock based on approved requisitions from departments.
- Conducted regular physical stock counts and inventory audits.
- Reported any discrepancies, damaged, or expired items to the supervisor.
- Coordinated with procurement, logistics, and dispatch teams for smooth operations.
- Ensured store and receiving area remained clean, organized, and compliant with safety standards.

PROFESSIONAL QUALIFICATION

MBA – Banking & Finance (2018-2022)
Allama Iqbal Open University Islamabad – Pakistan
Graduation– (**2016- 2018)**
Allama Iqbal Open University Islamabad – Pakistan

SOFTWARES SKILLS

- Simple Accounting Bookkeeping
- M.S Excel, MS Word, Opera PMS, Material Control