



# Laiba Sattar

## Senior Manager (Accounts & Finance)

### Financial operations, Internal & External Auditing

Responsible Senior Accountant proficient in financial reporting, budgeting and general ledger accounts reconciliations. Passionate and motivated, with a drive for excellence. 6 years in accounting and finance positions. I can demonstrate my leadership and excellent interpersonal skills and ability to develop sound accounting systems and procedures; and to utilize professional knowledge to perform routine to complex accounting work related to the preparation and maintenance of financial records.

**Mobile:** +971582535316  
**Email:** [laibasattar99@gmail.com](mailto:laibasattar99@gmail.com)  
**Nationality:** Pakistani  
**Visit Visa:** UAE  
**Residency:** Dubai  
**CNIC:** 32303-7610216-0  
**Marital Status:** Single  
**Languages:** English, Urdu, Arabic (Beginner)

EDUCATION	CORE SKILLS
<b>M. Phil (Finance) 2019-2021</b> Institute of Southern Punjab Multan	<ul style="list-style-type: none"><li>➤ Analytical &amp; detailed oriented</li><li>➤ Complex problem solver</li><li>➤ Training and development</li><li>➤ Financial and strategic planning</li><li>➤ Innovative</li></ul>
<b>MBA Executive (Finance) 2015-2017</b> Virtual University of Pakistan	<ul style="list-style-type: none"><li>➤ Budget development and management</li><li>➤ Cash-flow management and modeling</li><li>➤ Strong Excel &amp; PC skills</li><li>➤ Multi-task management</li><li>➤ Accounting Soft wares</li></ul>
<b>BS.C (Computer Science) 2013-2015</b> Bahuddin Zakariya University Multan	

## EXPERIENCE

### Accounts & Audit Officer (X2 & Veneto Restaurants) (1Year 6Months)

- Oversaw balance sheet across cash accounts, accounts receivables, prepaid assets, fixed assets, accounts payable and accrued expenses
- Ensured proper general ledger coding expense reports for bank and credit card reconciliation
- Reconciled vendors statements and promptly investigated and corrected any discrepancies
- Maintained and prepared hotel payroll including summary, registers and reports
- Analyzed business trends, revenues, financial commitments and obligations to plan future revenue and expenses
- Ensured daily posting of revenue and expenses to appropriate books and managed payroll and terminal benefits. Timely cash and credit card verification

### Senior Accounts Manager (Ali Brother's Construction Company) (1Year 11Months)

- Owned monthly analysis of general ledger reconciliation and performed adjustments as needed
- Analyzed balance sheet accounts and posted monthly journal entries in proper bookkeeping system accordance with GAAP
- Performed monthly bank reconciliation and general ledger of assets worth over 15M
- Prepared financial statements in accordance with GAAP that conformed to the monthly company budget process
- Performed process analysis and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records

### Senior Accounts Manager (Eshal Industries Import & Exports) (2Years 1Month)

- Recorded financial transactions and reconciled accounts in accounting software to generate financial statements in accordance with GAAP and full command on ERP system
- Analyzed and visualized financial data to create and deliver presentations reporting financial performance for senior leadership
- Collaborated with clients to address questions, obtain complete documentation and ensure accuracy of accounts, which improved client relationships by 15%
- Reconcile bank statements, processing payroll, and invoicing clients. In some cases, also perform administrative duties to keep the team running smoothly
- Manage all the legal and shipping documents of the Company and coordinate with the clients. Handle all the bank transaction of the company
- Recorded the material cost and prepare the material statements and deliver presentation to senior management