

Sarah Asad

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Available for immediate joining.



❖ Objective

A performance-driven individual with exceptional ability to develop essential and valuable ideas that will foster the company's daily activities. Capable Accounting Assistant skilled in data processing and analysis with hawk-eye attention to detail. Around 4 years of knowledge acquired through accounting roles.

❖ Professional Experience

➤ Gas Express PK

Designation: Accounts Officer

Tenure: April 2022 – February 2024

Work Experience

- Record daily sales data into Cstore.
- Compiled and reviewed information for accuracy.
- Obtains from all Stores copies of invoices/delivery documents for inventory and fuel uplift on day-to-day basis.
- Reconcile invoices and identify discrepancies.
- Assist in monthly, quarterly and annual audits.
- Communicating with USA marketing managers and Fuel Station Managers through phone calls and mail.



➤ As-Salam Builders & Developers

Designation: Assistant Accountant

Tenure: August 2020 – March 2022

Work Experience

- Perform journal entries as per established and statutory accounting standard.
- Prepare monthly cash reconciliation and bank reconciliation.
- Prepare daily sheet including income, expense, and basic bookkeeping.
- Handling cash disbursements and issuing checks.
- Coordinating taxation matters and managing general payroll.
- Record petty cash expenses and petty cash report on daily basis.
- Performing basic office tasks like filing, data entry, and mail processing.



➤ Zayed Water LLC

Designation: Junior Accountant (Remote)

Tenure: February 2020 - July 2020

Work Experience

- Provided assistance in company documentation, such as invoices and payment checks.
- Managed all purchase orders and sales orders.
- Provided assistance in preparation of ledgers, inventory in and out, cash deposits.
- Managing inquiries, delivery reports.
- Assist daily reports for management and team members.

❖ Professional Qualification

Education	Institute	Major	Year
Masters in commerce	University of Karachi	Accounting & Finance	2020
Bachelor of Commerce	University of Karachi	Accounting & Finance	2016

❖ Professional Skills

- ✓ Bookkeeping
- ✓ General Ledger
- ✓ Data Entry
- ✓ Reconciliations
- ✓ Detail oriented
- ✓ Teamwork
- ✓ Administrative tasks

➤ Software Skills

- ✓ SQL
- ✓ Peachtree
- ✓ ERP
- ✓ MS Office
- ✓ C-store
- ✓ Flowda solution

❖ Personal Information

Languages: English, Urdu, Hindi

Date of Birth: 14th January 1996

Marital Status: Married

Visa Status: Visit Visa