

# Saqib Riaz

## Accountant

- **Saudi Arabia**
- **00966592945198**
- [s\\_altamimi1@outlook.com](mailto:s_altamimi1@outlook.com)

### Key words

---

Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. easily handle accounts related software.

### Work experience

---

**MTBC**

**2014-2015**

**Billing Executive**

#### Job Responsibilities:

- Perform medical billing for offshore doctors.
- Timely and error free entry of medical bills in Software.
- Communication with insurances and clients to manage the revenue cycle.
- Follow up of claims from healthcare insurances.
- Provide signoff and report to immediate supervisor.

**TAMIMI GLOBAL CO.LTD TAFGA**

**2016-present**

**Area Accountant**

#### Job Responsibilities:

- Posting vouchers and daily receipts in Ms Dynamics.
- Processing vendor invoices, payments and disbursement via bank transfer and payments.
- Handing company petty cash
- Preparing monthly bank reconciliation
- Submission of monthly payroll deductions and expense claims to head office
- Submission of monthly trade mark report to head office
- Submission of monthly trade mark report to head office
- Submission of expected monthly payables
- Assisting on monthly billing in coordination with head office central billing team
- Coordination with lawyers and support staff regarding invoices of collectable invoices
- Attend to queries and reconciliations regarding customer AR and trust transactions
- Ensure compliance with internal controls and policies as well as regulatory and statutory requirements
- Ensure supporting documents and filing are in order

## **Education**

---

### **UNIVERSITY OF PUNJAB** **B.com-IT(Bachelor of Commerce)**

**Aug 2008- Aug 2010**

A B.Com degree is structured to provide the students managerial skills in disciplines related to commerce. Also, by the end of the program, students gain an in-depth knowledge on core subjects like accounting, law, statistics, finance, marketing just to name a few.

### **COMSATS INSTITUTE OF INFORMATION & TECHNOLOGY** **MBA3.5years-(MS Equivalence)**

**Jan 2011-Aug 2014**

The degree have a specific focus, such as accounting, **Finance** ,Administration, Human resorce & marketing.

## **Certification**

---

- 6 Weeks internship in National Bank of Pakistan
- Certificate for Organized a Seminar on “How to peruse a layman to invest in Stock Exchange?”
- certificate for Organized a seminar on the topic of “Entrepreneurship” and on “IT Crimes”

## **Skills**

---

### **Accounting Skills**

- Advanced [Excel](#) ability
- ERP experience (e.g. Dynamics, SAP, Oracle)
- Expertise in data analytics, advanced modeling techniques and SQL
- Knowledge of business intelligence software.
- Microsoft Visual Basic capability

### **Key Skills:**

- self-motivation
- integrity, ability to reflect on one's own work as well as the wider consequences of financial decisions, business acumen and interest
- organizational skills and ability to manage deadlines
- team working ability.
- communication and interpersonal skills
- proficiency in IT
- analytical ability
- a methodical approach and problem-solving skills
- high level of numeracy

## **Reference**

---

Will be furnished on demand.