



AMNA RIZWAN

Junior Accountant

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Experience

Advance Technology home

Lahore

Assistant Accountant

04/2023 - 05/2024

- Oversaw financial data entry and reporting with a focus on accuracy and thorough checks, achieving 100% accuracy.
- Managed journal entries, account reconciliation, and prepared financial statements for month-end and year-end closures, consistently completing them on time.
- Assisted in tax return preparation, ensuring full compliance, and provided complete support during internal and external audits.
- Maintained records using QuickBooks and Tally ERP 9, ensuring accurate data entry, accounting, and financial forecasting.
- Worked closely with creditors and customers to ensure timely payments, keeping financial operations running smoothly.

Advance Technology Home

Lahore

Junior Accountant

02/2022 - 03/2023

- Recorded all daily financial transactions accurately in accounting software within set deadlines.
- Sent invoices, recorded all accounts payable and receivable transactions, and managed timelines to ensure timely collections.
- Completed bank reconciliations accurately, resolving differences between bank statements and financial records.
- Contributed to financial report preparation, ensuring accuracy in balance sheets, income statements, and cash flow statements.
- Supported month-end closing by recording all necessary journal entries on time and assisting accounting management.
- Monitored company expenses, providing insights for better cost management and helping reduce costs by a significant percentage.
- Assisted in tax return preparation with full compliance, providing all required documents for audits.
- Used QuickBooks and Tally ERP 9 to maintain 100% accuracy in data entry and financial management.

Education

National College Of Business Administration and Economics

Lahore, Pakistan

Master of science in management science in Accountant and finance

09/2020 - 01/2023

University of the Punjab

Lahore, Pakistan

Bachelor of Commerce (B.Com)

2014 - 2017

Summary

Dedicated Junior Accountant with over three years of experience in accounts payable (AP), accounts receivable (AR), and financial reporting. Proficient in month-end closing, bank reconciliation, and audit preparation, with strong skills in accounting software, including QuickBooks, Tally ERP 9, Xero, and Sage. Demonstrates expertise in maintaining data accuracy, improving DSO, and supporting tax compliance. Seeking an accounting role where I can leverage my financial analysis skills to enhance organizational success.

Skills

Accounting Software • Accounts Payable • Bank Reconciliation • Budgeting • ERP • Excel • Financial Analysis • Financial Reporting • Microsoft Access • Microsoft Excel • Microsoft Outlook • Microsoft Powerpoint • Microsoft Word • Pivot Tables • Powerpoint • Quickbooks • Sage • Tally • Xero

Languages

English Intermediate ●●●●●

Urdu Native ●●●●●