

# Kashif Gill

## Assistant Accountant

Assistant Accountant with over 12 years of extensive expertise in financial process optimization and client engagement. Demonstrates proficiency in data analysis and software implementation, contributing to enhanced financial reporting and operational efficiency. Known for meticulous attention to detail and effective collaboration, seeking to leverage these skills in advancing accounting practices.

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## Employment history

### Accounts Clerk

2014 - 2024

*Airlift Associates Sdn Bhd at Klang, Malaysia*

- Processed accounts payable and receivable transactions while maintaining meticulous financial records, reconciled bank statements, and streamlined payment systems
- Manage, and records all financial transactions using Sage 50 and Excel.
- Reconcile all accounts (payables, receivables, payroll, banking, trusts, and investments) on monthly, quarterly, and annual basis.
- Administer trust and pre-paid accounts, ensuring accuracy and compliance.
- Prepare client invoices, financial reports, and variance-to-budget analyses.
- Process payroll, maintain staff records, and oversee group benefits.
- Coordinate interim and annual audits, liaising with accountants and auditors.
- Managed daily cash flow operations, tracked expenses, and implemented robust documentation procedures to enhance accounting accuracy
- Developed efficient filing systems for financial documents, reducing document retrieval time and minimising errors in record-keeping

### Customer Relationship Officer

2012 - 2013

*Abacus Consulting at Lahore, Pakistan*

- Managed client relationships, resolving issues promptly.
- Implemented a feedback system, enhancing customer satisfaction.
- Developed strong communication skills.
- Fostered teamwork to improve client service.
- Contributed to cross-functional projects, boosting efficiency.
- Demonstrated adaptability in a dynamic environment.
- Proposed creative solutions to enhance customer experience.
- Streamlined processes, reducing response time.
- Utilized CRM tools to track and analyze client interactions.

## Education

### Networking Administrator

Jun 2024 - Present

Academy of Art University at Toronto, ON Canada

## Courses

### Expert IT Basic, MS office suite

Mar 2008 - Oct 2008

AusPak Education System

### Typing 35 WPM

Jan 2010 - Apr 2010

Lahore Computer College

### Spoken English, Presentation Skills, Multitasking, Problem Solving & Team Work

Mar 2005 - Jul 2005

STEP Institute of Professional Development

## Skills

Software Implementation

Data Analysis

Team Collaboration

Financial Reporting

Process Optimization

Client Engagement

MS Office

Typing

## Languages

English

Urdu

Highly Proficient

Native

Punjabi

Hindi

Native

Native

## Hobbies

Internet, Latest Technology Exploring