



Maheen Sajid

Qualifications Summary

Dynamic and detail-driven accountant with a decade of experience in examining and analyzing accounting records, bookkeeping, financial statements, and reports to assess accuracy and compliance with GAAP and standards. Proactive and data-driven accounts payable specialist with a substantial amount of experience managing accounts payable (AP) and accounts receivable (AR) documentation for enterprise companies. Proven ability to analyze accounting processes, formulate and implement corrective action to eliminate risks and achieve compliance. Adept at tax returns preparation, online data management, and creating financials.

Core Expertise

• Accounts Payable & Accounts Receivable • Bookkeeping • Bank Reconciliation • Cash Management • Financial Statement Reporting • Payroll • Tax Preparation • Software Implementations • Inventory Management • Journal Entries • Vendor & Contract Management

Professional History

ASP	Consultant	2025 - Current
Deca Dental Group	Accounts Payable Lead	2023 - 2025
PA Consulting and Financial Services	Staff Accountant	2020 - 2023
Bank Al Falah Ltd	Bookkeeper	2018 - 2020
SJ Industries Inc	Accounts Receivable Specialist	2016 - 2018

Accomplishments

- Implemented a new payment tracker to support smooth processing of payments and maintaining vendors statement as current, while coordinating cash management with finance department.
- Reconciled and balanced bank and credit card accounts, accounts payable management.
- Helped implement new AP Automation tool “Dentira” across the Accounts Payable department to ensure accuracy of invoices and maintaining payment schedule.
- Completed QuickBooks set up for various clients.
- Evaluated financial results and metrics and clearly identified and communicated significant items to management and owners, facilitating understanding and improved decision making

Education / Licenses

- Bachelor’s in Business Administration, Institute of Business Management

Software

- QuickBooks Online • QuickBooks Enterprise • Microsoft Excel & Word • Microsoft Dynamics365
- ADP • Bill.com • RAMP Credit Card • SAP Concur