

CURRICULUM VITAE

MUHAMMAD WASEEM S/O ABDUL SHAKOOR

MASTER OF COMMERCE (M.Com)



Mobile. 00971567385204

E mail. Shakoor.waseem@gmail.com

PROFILE

Qualified, Talented, self motivated, enthusiastic financial management and accounting professional possessing a proven record over total of 5 years of working in private sector with small enterprises to large groups with diversified businesses, and making a significant contribution within financial administration / accounting and office management including HR issues.

PROFESSIONAL EDUCATION

<u>Master of Commerce</u>	(M.Com)	<u>2013</u>
Islamia University Bahawalpur, Pakistan		
<u>Bachelor of Commerce</u>	(B. Com)	<u>2011</u>
Islamia University Bahawalpur, Pakistan.		
<u>Diploma In Commerce</u>	(D. Com)	<u>2009</u>
Punjab board technological education Lahore Pakistan.		

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS 2012-2018

PRESTIGE STAR CARPET FACTORY DUBAI (UNITED ARAB EMIRATES)

Accountant General

Aug. 2016 up to Present

Responsible for assisting account department for entire company

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Reconciles financial discrepancies by collecting and analyzing account information
- Prepares the export documents and handling the letter of credit.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Substantiates financial transactions by auditing documents
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.

- Maintain records of merchandises received and transferred.
- Perform inventory adjustments and update the same in database.
- Analyze and troubleshoot inventory control problems in a timely fashion.
- Process purchase orders timely and follow-up on pending orders
- Respond to enquiries regarding products and inventories.
- Perform inventory control to ensure optimal inventory levels.
- Provide direction and assistance to colleagues as needed.
- Maintain inventory reports according to standard documentation and archiving procedures.
- Count and record merchandises received according to store policies.
- Ensure that merchandises received are in accordance with purchase order specifications.
- Oversee merchandise returns to vendors.
- Utilize word processing applications and spreadsheets for inventory control documentation.

SALINA LIMITED COMPANY AJMAN (UNITED ARAB EMIRATES)

Accountant - Ink, Plastic and Chemical Department

May, 2014 up to July 2016

- Responsible for assisting account department for entire company.
- In-charge of following:
 - Responsible for accounts payable and accounts receivable; coding, data entry, generating checks, and customer/supplier communication.
 - Assisted with monthly bank reconciliations including check cancellation in QAD and account research.
 - Perform inventory control to ensure optimal inventory levels.
 - Provide direction and assistance to colleagues as needed.
 - Maintain inventory reports according to standard documentation and archiving procedures.
 - Count and record merchandises received according to store policies.
 - Maintained all Accounting and Human Resource files.
 - Responsible for accounts payable, including data entry and generating checks using QuickBooks
 - Recorded and prepared all cash receipts for bank deposits.
 - Prepared all administrative correspondence.
 - Responsible for bookkeeping functions including A/P, A/R, payroll and inventory audit preparation.
 - Maintained structure in retail operations through leadership, training and delegation of employee tasks.
 - Verified daily cash flow, prepared bank deposits and maintained adequate on hand cash supply.

PUBLIC RELATION OFFICER (PRO) SALINA LIMITED COMPANY /QUNATUVIS INTERNATIONAL

UNITED ARAB EMIRATES

- Organize periodic renewal of Licenses.
- Submission of correct documentation to the Ministry Of Labor for visa applications.
- Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed.
- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork
- Arrange medical tests, passports, memos, promotional draws and fine resolution
- Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity
- Accompany the employee as they exit the country.

Zephyr agro chemicals (Pvt) Ltd.

March 2012 to Jan 2013

Duties & Responsibilities:

- ❖ Type Correspondence, Reports and other documents.
- Maintain office file, open and distribute mail.

- Take minutes at meeting and distribute minutes.
- Coordinate repairs to office equipments.
- Maintain confidential records and files.
- Greet and assist visitor, answer phone calls, direct call and answer inquiries.

Further responsibilities are as follows:

- Preparation of periodic financial statements and Management reports.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Evaluating and implementing of financial and accounting policies and procedures.
- Preparation of daily sales reports, invoicing to customers and recording of entries in books, reconciling of Bank accounts and inventory, receipts and payments account.
- Control Expenses within area of responsibility.
- Manage the dispatches from Supplier and payments from buyer.
- To maintain the records of the parties.
- Dealing with internal & external auditors and Bankers of the company.
- Supervision of physical inventory counts.

Internship in M.C.B bank.

Internee:

- Assist in periodic budgeting analysis.
- Assist in monitoring the adherence of all group policies by the subsidiaries.
- Assist in managing the corporate finance at group level.
- Assist in dealing with financial institutions for long and short term financing requirements.

PERSONAL

Skills:	Communication skills, Ability to analyze and solve problems Microsoft word, Microsoft .excel, Microsoft PowerPoint.
Interests & Pastimes:	Travelling, Dinning out, Reading Books, Outing with family.
Born:	April 15, 1992
Marital Status:	Single
Nationality	Pakistan
Languages:	English, Urdu, Punjabi, Hindi, Sarki
Passport	bt6853921
Address:	ward no 18 street no 2 near bus stand Lodhran, Pakistan.

CORE COMPETENCIES

IT'S Skills:

Tally Accounting Software
 Peachtree Software
 ERP Accounting Software
 Microsoft Excel & Microsoft Word.

Muhammad Waseem