**WALI ULLAH**

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(Available for relocation)

Objective

To work on a responsible and challenging assignment in a professional managed dynamic organization this will allow for advancement by utilization my skills to fit in to various roles that the work demands, when professional growth is driven by performance contributions offering a stable reward an excellent career development opportunity.

Professional Experience

**Organization:** MASO Printing and Packages.

**Sector:** Manufacturing

**Designation:** Billing Manager

**Duration:** July 2020- Present

**Job Responsibilities**

* Reconciling billing accounts to the general ledger.
* Interfacing with the accounts receivable, credit/collections and client purchasing departments.
* Ensuring the accuracy of invoicing.
* Hiring, training and supervising billing staff.
* Maintain and/or ensure maintenance of client records related to invoicing and bill payment
* Review work of billing staff to ensure accuracy, resolving inconsistencies as needed
* Create and provide a prioritized list of clients to be invoiced to team members
* Locate, or assist in the location of, hard-to-reach clients
* Draft and distribute weekly reports of invoicing and billing metrics
* Advise staff on proper, legal parameters for collections practices.

**Organization:** Olympia Group Of Co.

**Sector:** Petroleum importers

**Designation:** Accounts Officer

**Duration:** June 2018- May 2020

**Job Responsibilities**

* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
* Reconciling processed work by verifying entries and comparing system reports to balances
* Paying employees by verifying expense reports and preparing pay checks
* Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit.
* Preparing analyses of accounts and producing monthly reports
* Continuing to improve the payment process
* Creating and processing invoices
* Cross-checking invoices with payments and expenses to ensure accuracy
* Managing a company’s accounts payable and receivable
* Sending bills and invoices to clients
* Tracking organization expenses
* Processing refunds
* Communicating with clients regarding billing and payments
* Prepare and present reports on a regular basis
* Managing multiple accounts.

**Organization:** Samson’s Group Co.

**Sector:** Manufacturing

**Designation:** Accounts Executive

**Duration:** March 2017- May 2018

**Job Responsibilities**

• Entries & Posting of Vouchers for monthly expenses & Payables till End of every month.  
• Ensuring the proper documentation for payments, Verifying overall bills by applying proper procedure.  
• Ensure systematic & safe filing & archiving of accounts records.  
• Resolving vendors queries/reconciled the queries timely.   
• Maintain, Update the cash books on daily basis & reporting them along with reconciliations on monthly basis.  
• Keeping the AR/AP updated & reporting them on weekly basis.

**Organization:** Samson’s Group Co.

**Sector:** Manufacturing

**Designation:** Time Officer

**Duration:** April 2016- March 2017

**Job Responsibilities**

* Compiles employees' time and production records, using calculator or computer: Reviews timesheets, work charts, and timecards for completeness.
* Computes total time worked by employees, using calculator or computer, posts time worked to master timesheet, and routes timesheet to payroll department.
* Make an absentee report of on daily basis, using biometric software .
* Locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter.

**Organization:** The Bank of Khyber.

**Sector:** Banking

**Designation:** Internship

**Duration:** 3 months

Education

**MSC (Economics)**University of Peshawar (2016)

**BBA (Hon’s) Finance** University of Peshawar (2014)

Soft Skills

MS word

Ms Excel

Quick Book