

WASEEM SHABBIR

ACCOUNTS EXECUTIVE



+92301-3748826

waseemshabbir111@gmail.com

H # LDA-476 Block E Near
Mughalpura Lahore.

CAREER OBJECTIVE

Experienced Accounts Executive at Farooq Group of Companies 3-Years of Expertise. Dedicated and detail oriented Accounts Executive with a proven track record, aspiring to contribute my expertise in financial management to a forward thinking company, fostering mutual growth and success.

WORK EXPERIENCE

ACCOUNTS EXECUTIVE FAROOQ GROUP OF COMPANY 2021 TO PRESENT

- Worked under the certified Accountant Head and handling daily task.
- Command on Accounts Management Software
- Handling Accounts Receivables and maintain contact with buyers in order to receive payments.
- Handling Accounts Payables and maintain contact with suppliers in order to make payments.
- Completed Accounting tasks such as contributing to Financial Monthly Reports.
- Preparing Monthly Salaries, Tax Challan and Supplier Tax Challan Under the Accountant Head.

Skills

- Advance Computer User
- Internet Browsing & Mailing
- Good Command on Microsoft Office
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point

AREA OF INTEREST

- Social and Field work
- Learning New Tactics
- Working on Websites
- Good Sports Man

REFERENCE

Will be Furnished on Demand



PERSONAL INFORMATION

Father Name: Ghulam Shabbir
Religion: Islam
Domicile: Lahore, Punjab
CNIC: 35201-3419864-7
Material Status: Single

QUALIFICATION

	2018-2022	
MBA (IRM)	Punjab University	3.26 CGPA
	2016-2018	
Graduation (B.Com)	Punjab University	1st Division
	2012-2014	
Intermediate (I.Com)	Shalimar College	1st Division
	2010-2012	
Matriculation (Science)	Islamia School	2nd Division

PERSONALITY TRAITS

- Self-Motivated & Hard Work
- Well Adopting
- Performance Oriented
- Good Communication Skills
- Time Management Skills
- Curious Leaner

LANGUAGES

- Urdu
- English
- Punjabi
- Pashto