

**M**UHAMMAD WASEEM



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Looking for a challenging position in an organization that I may solve their problem by using my creative skills and thoughts for its betterment and development.

### PERSONAL INFORMATION

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Father's Name	FARMAN ALI Khan
Date of Birth	10 May, 1994
Marital Status	Single
Gender	Male
Religion	Islam
Nationality	Pakistani
N I C No	16201-0972701-5

### Career summary

A professional and pro-active manager who always has an upbeat positive attitude and who possesses a successful track record in building and cultivating business critical relationships. I am always trying to be calm and tactful and trying to be able to deal with any sort of hard situation that arises. I am ready & qualified now for the next stage in a successful career, and is looking for a suitable position with an ambitious company.

### PROFESSIONAL WORK EXPERIENCE:

**Organization:** Gulf & Company Rawalpindi

(Traders)

**Tenure:** 05-May-2023 – Till Date

**Designation:** Account Officers

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- Daily posting of cash transaction into QuickBooks and MS excels
- Posting of GCS purchases and recording of vendor GLs
- Daily follow up of vendors for reconciliation.
- Daily monitoring customer dispatch and invoices.
- Monitoring of posting transaction into manual record and posting in QB software
- Monthly monitoring of stock transfer and posting into respective ledgers accounts.
- Monthly salary sheets preparation and booking accruals for the same and adjustments after payment.
- Semi Annually stock taking for physical reconciliation
- Preparation of Bank GL accounts and reconciliation of it for management purposes.
- UpToDate stock report and sales receipt report for management.
- Any other specific tasks assigned by manager/CEO.

Organization: Al-Aziz Property & Developers

**Tenure:** (Real Estate & Builder)  
15-June-2022 – 30-April-2023  
**Designation:** Account Officers



### Responsibilities:

- Responsible for the preparation financial Statement perform detailed analysis of accounts, reconciliation for bank, calculated Payroll, employment contract, preparation of sales & Purchase agreement for customer (SPA).
- Preparation of Chart for all Inventory, units sold, unsold units, price per square feet's, monthly down payment, monthly installment, remaining down payments, remaining installments amount paid & remaining balance.
- Ensure that payments are made as per contracts, agreed terms and after obtaining all necessary approvals and supported by valid and adequate documentation. Review of Payment, Receipt and Journal vouchers for proper charging of expenses to appropriate heads and projects. Monitoring of projects costs, progress billing and updating project cost forecasts on monthly basis to present to Management.

Organization: Ahmad International Trading Co.

**Tenure:** (Import Business)  
15-June-2022 to 30-April-2023  
**Designation:** Account Officers



### Responsibilities:

- Preparation of Financial statement, Customer & vendor balance summary, Bank Reconciliation Statement, Check the Physical Inventory with the system to avoid loss or theft, put all the transaction into the QuickBooks on daily basis, reconcile all the balances with the manual records, put the adjusted entries at the end of each month.
- Discuss the rates with the company once the deal concludes make an agreement with the company & send the plan to company the company will send you the documents after documents confirmation arrange the TT payment for the company when the container arrived to Karachi make the pay order against the Govt taxes for details check the VBOC.
- Calculation of per units cost once the goods received, comparison of price with the market competitor.

### Achievements:

- Developed a new system in Quick Book through which entered all the data from manual record into quick book and that improved processes and doubled efficiencies within the organization.
- Make the chart for the per units cost of 3 Circle and NoVo cell brand battery cell for the last 2 years where the Bank & Saraf TT Payments details & all other duties or detention & Demurrage paid to GOVT were mentioned.

My previous position was in “**Branded Mines and Minerals Company**” as an “**Accounts officer**” from 15-Mar-2021 to 10-June-2022.



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### A summary of major duties and responsibilities are:

- Managing and overseeing the daily operations of an accounts department.
- 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
- Handle account inquiries from internal and external sources
- Make regular contact with clients to ensure payment
- Ensure company financial accounts,
- Review both incoming and outgoing vouchers, payments and receipts
- Generate financial reports for review regulatory authorities.
- All my working was also maintained using QuickBooks, Ms. Excel and Manual ledgers.

My previous position was in “**KROSF Construction (Pvt) Ltd**” as a Part- time “**Accountant**” from 15-Feb-2020 to 10-Mar-2021



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### A summary of major duties and responsibilities are:

- Managing and overseeing the daily operations of an accounts department.
- Monitoring and analyzing accounting data and produce financial reports statements
- Establishing and enforcing proper accounting methods, policies and procedures
- Maintaining and updating books of accounts using excel, Quick books.
- Recording and updating books of accounts in manual register e.g. Cash book, Ledgers and Bank books etc.
- Effectively manage client assets according to their investment preferences
- Assess client’s current asset status, their future needs, and investment goals
- Corrections and assignment of proper expenditure to separate projects
- Establish and maintain files and records to documents transaction
- Building and maintaining strong, long lost relationship with the customer
- Develop a trusted advisor relationship with the key account, customer, stakeholder and other senior management

**Qualification:**

Qualification	Institution	Year passing	Division
MBA	Abdul Wali Khan University Mardan	2020	C GPA
B.Com	Abdul Wali Khan University Mardan	2016	2 <sup>nd</sup>
D.COM	Technical Board Peshawar.	2013	2 <sup>nd</sup>
S.S.C	Mardan Board	2010	2 <sup>nd</sup>

**Computer Skills:**

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**Accounting Software:**

- MS OFFICE (WORD, EXCEL, POWER POINT, OUTLOOK) (Excellent)
  - 2 Year Computer Diploma in MS OFFICE.
  - Window installation, Internet Intro. To I.T.
  - QuickBooks (Excellent)
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**Languages:**

Pashto (Native language), English, Urdu.

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**References:**

- 1- Kamran Khan  
Accounts Manager  
Al-Aziz Property & Developers (Pvt) Ltd,  
Contact Number: +92-346-6688661
- 2- Imtiaz Ahmad  
Accounts and Operations Manager  
Branded Mines and Minerals Company, Islamabad  
Contact Number: +92-323-5535676