I intend to connect with a proficient and well-reputed institute by pursuing a dynamic and rewarding career and applying my academic knowledge, skills and passion which will assist my professional development and contribute effectively to the growth of the organization and the community as well. I want to excel by accepting new challenges with hard work, perseverance and dedication to enhance my professional skills in a dynamic and stable workplace.

**O B J E C T I V E**



**MUHAMMAD UZAIR WAHEED**

**W O R K E X P E R I E N C E**

**Accountant**

**Arslan Poultry Rawalpindi, Pakistan.**

*May 2021 – Continue*

* **Preparing sales invoices and insuring pricing is correct.**
* **Finding and addressing any discrepancy in accounting transaction.**
* **Keeping an eye on incoming payments from accounts receivable and posting general entries.**
* **Cross verification of Cash books.**
* **Examining bank statements and reconciling them with general ledger entries.**
* **Posting Credit Notes and Debit Notes.**
* **Maintaining customer and company record in files.**
* **Creating purchase order, GRN & posting purchase bills.**
* **Posting JVs**
* **Preparing payment vouchers, Bank & Cash.**
* **Reconciliation of Vendors & Customers.**
* **Preparing monthly expense reports.**
* **Preparing chicks delivery reports.**
* **Preparing Chicks delivery contractor freight list.**
* **Cross Checking of monthly income & expense of Farms & Hatcheries.**

**Internal Auditor**

**Saif Healthcare, Blue Area, Islamabad, Pakistan.**

*December 2020 – March 2021*

* **Preparing the monthly profit & loss and Balance sheet reports.**
* **Preparing Weekly Cash flow statements & Controlling expenditure & Cash flow.**
* **Conducting Internal Audit physically such as medicine & Surgical Stocks & Fixed Assets.**
* **Checking Employees Attendance.**
* **Review & Examining Financial records to check for accuracy.**

**Sales Manager**

**New Gujjar Khan Pharmacy, Alipur Farash, Islamabad, Pakistan.**

*Mar 2016 – Feb 2018*

* Handled cash, credit, or check transactions with customers
* Purchases Stocks & Maintaining Inventor.

**Certification**

**National Institute of Banking & Finance, Islamabad, Pakistan.**

* Financial Literacy Module from National Institute of Banking & Finance.

• Microsoft Office • FQMS (ERP)

• Basic QuickBooks

English ● ● ● ○ ○

Urdu ● ● ● ● ●

Hindi ● ● ● ○ ○

**L A N G U A G E S**

**S K I L L S**

**CONTACT**

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**PERSONAL DETAILS**

Father Name: Waheed Ahmad

DOB: Apr 16, 1996

Nationality: Pakistani

Domicile: KPK

Marital Status: Unmarried

Religion: Islam

NIC No. 13101-6286000-9

**EDUCATION**

2016 - 2018

**Masters of Commerce**

*Quaid-I-Azam University*

Islamabad, Pakistan.

2014 - 2016

**Bachelor of Commerce**

*Quaid-I-Azam University*

Islamabad, Pakistan.

2012 - 2014

**Intermediate**

*Board of Intermediate & Secondary Education,*

*Abbottabad, Pakistan*

2010 - 2012

**Matric**

*Board of Intermediate & Secondary Education,*

*Abbottabad, Pakistan*