

**Waseem Shah  
Professional Accountant**

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**Address: Peshawar, Pakistan**

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**CAREER OBJECTIVE:**

* To leverage my comprehensive understanding of financial principles and analytical skills gained through an MBA in Finance to contribute effectively to the success of a dynamic financial institution. Seeking a challenging role where I can apply my expertise in financial analysis, strategic planning, and risk management to drive business growth and maximize shareholder value.

**CAREER PROFILE/SKILLS:**

* Sales Expertise
* Account Management
* Communication Skills
* Negotiation Skills
* Problem-Solving
* Team Leadership
* Time Management
* Adaptability
* Financial Acumen
* Forecasting
* Software Proficiency
* Knowledge of Accounting Principles
* Analytical Skills
* Financial Reporting
* MS Office Word, Excel, PowerPoint
* MS Outlook
* Internet Browsing
* Mobile Application

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** Prime Steel Industry Peshawar

**Tenure: 11-2020– 11- 2021**

**Designation: Sales Manager**

**Responsibilities:**

* Develop and implement strategic sales plans to achieve company sales targets and objectives.
* Lead, motivate, and mentor the sales team to ensure high performance and productivity.
* Identify new business opportunities and develop strategies to expand the customer base.
* Build and maintain strong relationships with key clients and stakeholders.
* Analyze sales data and market trends to identify opportunities for growth and improvement.
* Conduct regular sales meetings, training sessions, and performance evaluations to ensure continuous improvement and development of the sales team.
* Stay updated on industry trends, competitor activities, and market developments to identify potential threats and opportunities.
* Prepare and present regular reports on sales performance, forecasts, and market trends to senior management.

**Organization:** A&A steel Mills Islamabad

**Tenure:**  **01-2017 –10- 2020**

**Designation:** **Account Assistant**

**Responsibilities:**

* Maintain accurate and up-to-date financial records including accounts payable, accounts receivable, and general ledger entries.
* Enter financial transactions into accounting software and databases with a high degree of accuracy and attention to detail.
* Assist in processing invoices, verifying expenses, and ensuring timely payments to vendors and suppliers.
* Reconcile bank statements and financial data to ensure accuracy and identify discrepancies or errors.
* Provide support during internal and external audits by gathering necessary documentation and assisting auditors as required.

**Organization:** Khadim Ul Khalaq Foundation

**Tenure:**  **03- 2014 – 08- 2016**

**Designation:** **Account Assistant**

**Responsibilities:**

* Assist in preparing financial reports, statements, and summaries as required by management or regulatory bodies.
* Monitor and track expenses, receipts, and reimbursements, and ensure adherence to company policies and procedures.
* Perform general administrative duties such as filing, organizing financial documents, and responding to inquiries from internal stakeholders.
* Communicate effectively with colleagues and external parties regarding financial matters, resolving any queries or issues in a timely manner.
* Ensure compliance with relevant accounting standards, regulations, and company policies etc.

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| **Masters of Business Administration** | University Of Peshawar | 2017 |
| **Bachelor of Arts** | University Of Peshawar | 2012 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)

**PERSONAL INFORMATION:**

**Father’s Name** : Musharraf shah

**Date of Birth** : 02-03-1989

**Driving License** : Light Vehicle

**REFERENCE:**

*Reference will be furnished on demand.*