**Waseem**

Abu Dhabi, U.A.E

**Valid UAE & KSA Driving License**

C/o- +971504973598

 Languages: English, Arabic, Urdu & Punjabi

E-mail: waseem.344836@2freemail.com

***Expertise:***

Manage Production unit especially in plastic industry, Procurement of raw materials for full production unit, Manage production, administration, sales & warehouse activities of a plant. Product Costing in manufacturing environment, manage workforce of 50 to 60 peoples, Cost Accounting, Financial Accounting, Financial investment planning for business expansion, supply chain management, warehouse management, production planning & quality, importing parts from china, Taiwan & Italy. Preparing final accounts of a concern, Develop SOP’s for Feed Mill & Plastic Blown film manufacturing unit in (K.S.A), expert in using accounting & banking software.

***Professional Experience***

**Tengrid International Industry, Abu Dhabi U.A.E. Geogrid Plastic Production Plant (200MT)**

**Plant Accountant & Admin**

May, 2015 to till date

**Responsibilities:**

* Bank Payment / Receipt Voucher, Cash Payment / Receipt Voucher
* Journal Voucher, Purchase / Sale Vouchers
* LPO’s/GRN/Purchase Bill
* Stock Issuance/ Stock Adjustment
* Consumption comparison with production
* Preparing Monthly & yearly final accounts
* Manage & reconcile vendors & customers ledger
* Coordinated monthly payroll functions for 200+ employees.
* Liased with bankers and insurers regarding financial transactions.
* Monitored and recorded company expenses.
* Monthly closing, plant cash flow statement, Monthly consumption, production comparison, sale, purchase & Inventory management while have a look on daily stocks reports of finish goods, raw material & ordering raw materials as per required for production.
* Arranging delivery from factory to customers at their mentioned locations.
* Maintaining factory's petty cash & purchasing daily routine items for factory.
* Prepare cost & benefit analysis of monthly activities at the end of each month
* Successfully get ISO 9001- 2008 quality management system
* Plays a vital role for getting “CE ” Certification from Europe
* Continuously working to reduce cost, increase productivity within available resources & reduction in leakages. Comparison of actual results with planned ones & identify the leakages during specific time periods.

**Al-Massa Plastic Products, Riyadh K.S.A. Blown Film Production Unit (200 MT Monthly)**

 **Factory Manager**

April 2012 to March, 2015 (3 Years)

**Finance Responsibilities:**

* Prepare financial statements, summaries, and other cost-benefit analyses and financial management reports for internal control system & investment.
* Kept a bird eye view on international currencies for transferring money in Euro & Us Dollars.
* Maintains company’s petty cash & Cheque books.
* Monthly closing of financial accounts, Cost of production report, P & L account, balance sheet, current& liquidity position of business
* Participation in Annual audit & co-operate with auditors for developing audit report.
* Managing company’s bank accounts online by using E-Banking of Al Rajhi Bank.
* Have a look on all payments to suppliers, Govt, insurance, petty cash expenses.
* Monthly financial planning in accordance with Running finance & SABIC monthly credit limit & to ensure that will benefit organization at month end.
* Ensure policies & procedures are properly followed regarding audit & internal control.

**Production Responsibilities:**

* Prepare monthly production plan with sales team & then divided into weekly plan according to delivery requirement.
* Consult & direct to production supervisor for changing job on each & every machine as per delivery & customer requirement.
* Checking daily production reports with estimated daily production.
* Quality checking by getting sample as per set standards.
* Utilization of labor for getting maximum output with in specified time period.
* Make sure to achieve monthly production targets as per plan.

**Purchase Responsibilities:**

* Prepare monthly purchasing budget according to company’s need & to achieve that without any delays & problems in production process
* Develop purchasing policies and procedures and control purchasing budget
* Oversee procurement activities for issuing of PO’s requisition & quotations.
* Inquiries from suppliers, consult with them and review quotations
* Establish logistics of delivery schedules, monitor progress and contact clients and suppliers to resolve problems
* Purchase machinery spare parts from Taiwan, China, Spain, Italy & Denmark
* Procurement of raw material more than 3 Million Saudi Riyals on monthly basis & ensure timely delivery of materials to factory for production.

**Allied Bank Limited (Pakistan)**

 **Teller**

From 24th June 2011 to 31st March 2012

**Jadeed Group of Companies Rawalpindi (Pakistan) (Poultry Farms & Feeds)**

**Internal Audit Officer**

From 2nd Aug 2010 to 20th June 2011

**Audit Responsibilities:**

To check and verify the accuracy, validity and approval of each and every transaction posted in the books of account and then generate audit report, the following modules are used and are required to be audited:

* Bank Payment / Receipt Voucher, Cash Payment / Receipt Voucher
* Journal Voucher, Purchase / Sale Vouchers
* Stock Issuance/ Stock Adjustment
* Consumption comparison with production
* Preparing Monthly Financials
* Feed Mill Monthly Audit&Internal Audit Report
* Develop SOP’s for Feed Mill

**Consult & Train (Pvt) Ltd Karachi (Pakistan)**

**PSO Wow Trainer (Pakistan State Oil)**

From 26th Oct 2009 to 31st Jan 2010

**Education**

* Hazara University Dhodial, Mansehra (Pakistan) **MBA (Finance)** 2007-2009
* Hazara University Dhodial, Mansehra (Pakistan)**Bachelor of Commerce**2005-2007
* Peshawar Board of Technical Education (Pakistan)**Diploma in Commerce** 2003-2005

**Workshops**

**“Train the Trainer Program”**

 PSO House Clifton (Karachi) From 19th Oct 2009 to 23rd Oct 2009

**“Certified Bank Teller”**

State Bank Rawalpindi From 16th Aug 2011 to 19th Aug 2011

**Achievements**

* Selected as “**Account Assistant (BPS-14)**” in the office of District & Session Judge Haripur.
* Winner of Third award of excellence in the project of “**PSO Wow Training Program**”.

**Personal Information**

**Date of Birth:** 10-05-1987

 **Marital Status:** Married

 **Religion:** Islam

 **Nationality:** Pakistani

 **Visa:** Employment UAE, Transferable