Waseem347544@2freemail.com

WASEEM

**Nationality :** **Pakistani**

**Visit Date : 28th , Feb to 25th , May 2017**

**Note:** Documents attested from **UAE embassy.**

*ACCOUNTS/FINANCE/ECONOMICS*

PERSONAL SUMMARY

A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

*** UAE, Dubai***

*** linkedin.com/in/waseem-ur-rehman/***

***Areas of Expertise***

*Monthly management accounts*

*Budgeting & forecasting*

*P&L analyses*

*Month end procedures*

*Variance reporting*

*Computer literacy*

*Margin analysis*

*Reporting& management accounting*

***Award***

*Award of* ***1st Position*** *an*

*“****Entrepreneurial Business Project*** *“*

*Established & developed through*

*Departmental activity*

***Personal Skills***

*Numerate*

*Investigative*

*Pro-active problem solver*

***Language Skills***

***English,Hindi,Urdu,Punjabi,Saraiki***

***For Further details***

 

WORK EXPERIENCE

Jul. 2013- Aug. 2013

 **Intern**

 **MCB BANK LIMITED**

* Using automated accounting systems for data input and to obtain reports.
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* Performing account analysis and account research.
* Processing accounting transactions.
* Carrying out various banking functions like loans, online banking etc.

2015-2016

 **Assistant Accountant**

 ORIONS LIFTS

* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers.
* Inputting, matching, batching and coding of invoices.
* Responsible for financial accounts including budgets and cash-flow.
* Conducting regular business reviews of financial performance.
* Proactively identifying business improvement opportunities.
* Fixed Asset accounting, reconciliations and depreciation journals.
* Inputting of supplier invoices and employee expense claims to the ledgers.

**KEY SKILLS AND COMPETENCIES**

* Good all round Financial Accounting Knowledge
* Knowledge of Accounts Payable & Receivable processes and Procedures
* Excellent ability to sort, check, count and verify numbers

Strong ability to use an automated accounting system

**RESEARCH WORK**

Topic:

**Working Capital Management Profitability Analysis Cement Industry of Pakistan**

**CERTIFICATE**

* Awarded with a laptop from prime minister for my remarkable performance

**ACADEMIC QUALIFICATION**

2010-2014 **Bachelor of Science in Commerce**

 Islamia University of Bahawalpur