**WASIM AKRAM**

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[360986@gulfjobseekers.com](mailto:135067@gulfjobseekers.com)

### Personal Profile

An accountant with **5 years** of experience working as an **Account Officer**. I firmly believe in adaptability and creativity. My passion for work is ever developing and keeps me motivated for new learning’s. I am a great admirer of team work as it brings best out of me. I am committed and dedicated to my work and take full responsibility.

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### Work Experience

**Organization**: **I J Plastic Industries (Pvt**) Limited

**Organization Type**: Manufactures and Importers

**Using software: SAP(ERP)**

**Designation**: Account Executive

**Tenure:** 07-01-2014 to 30-10-2016

**Location**: Faisalabad, Pakistan.

**Job Description**:

* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follow up of all the site needs
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.
* Prepare general entries.
* Complete general ledger operations.
* Monthly closing and preparation of monthly statement.
* Reconcile and maintain balance sheet account.
* Draw up monthly financial reports.
* Assist with year ends close.
* Administer account receivable and payable.
* Assist in budgets and forecast.
* Assist with preparation and coordination of the audit process.
* Booking the purchase orders into the system which received from operational departments
* Communications with the relevant department for suppliers invoices.
* Reconciling the supplier’s statement of accounts with our system generated statement of accounts.
* Prepared Sale tax Invoices.
* Preparing monthly cash flows.
* Managing the subcontractors list.
* Preparing monthly aging report for suppliers and customers.
* Responsible for bank reconciliation.
* Prepared and maintained customer and vendor billing disputed matters records with supporting documents to ensure complaints and issues are resolved.
* Preparing drafted financial statement on monthly basis.

**Organization**: **Polymer Container (Pvt) Limited**

**Organization Type**: Manufactures and Importers

**Using software: SAP (ERP System)**

**Designation**: Assistant Accounts Manager

**Tenure:** 14-05-12 to 22-05-14

**Location**: Faisalabad, Pakistan

**Job Description**:

* Responsible for the general accounting function including preparing journal entries.
* Maintaining balance sheet schedules and ledgers and account.
* Responsible for bank reconciliations.
* Assisting with monthly closing and account analysis and supporting the senior accountant in carrying out the responsibilities of the accounting department.
* Assist with year ends close.
* Assist with preparation and coordination of the audit process.
* Assist in preparing budgets reports.
* Assist with payroll administration.
* Administer account receivable and account payable.
* Monitor and resolve bank issues including check differences.
* Preparing purchase order as per confirmation from store requisition.
* Responsible for preparing sale tax invoices.
* Responsible for preparing suppliers invoices.
* Co-ordinate with store manager regarding store requisition..
* Taking supplier quotation.
* Creates processes and tracks purchase orders.
* Maintains records of orders and inventory and follows up with vendors.
* Clerical tasks, such as arranging letters, memoranda, invoice.
* Tracks an order from its placement until the product is receive

**Organization**: **GMK Textiles**

**Organization Type**: Manufactures and Exporters

**Designation**: Account Officer

**Software Use: Tally 9.1**

**Tenure:** 03-06-2011 to 30-06-2012

**Location**: Faisalabad, Pakistan

**Job Description**:

* Preparing general entries.
* Complete general ledger operations.
* Responsible for maintaining job parties, attendance management, administration and personal files for employees.
* Preparing sale tax invoices.
* Preparing monthly cash flow.
* Review and process expense reports.
* Administer account receivable and account payable.
* Assist in preparing monthly payroll.
* Assist in monthly closing and preparation of monthly financial statement.
* Dealing with correspondence, complaints and queries of customers.
* Preparing letters, presentations and reports.
* Learning from the working of subordinate staff.

### Certification & Academic Education ( Attested from HEC, MOFA )

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| **Sr.** | **Certification / Degree** | **Institution / University** | **Specialization / Major** | **Passing Year** |
| 1 | BBA (Hons)  Finance | **GCUF** (Government College University Faisalabad) | Financial Management & Accounting | 2014 |
| 2 | FA | Pst College kamalia | Arts | 2010 |
| 4 | Matriculation | Govt High School no 1 kamalia | Science | 2007 |

### Computer Skills

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| **Sr.** | **Skills & Abilities** | | **Proficiency Level** | | **Last Used** |
| 1 | SAP(ERP System) | | Excellent | | Currently Using |
| 2 | Peach Tree | | Good | | Currently Using |
| 3 | Tally 9 & 9.1 | | Excellent | | Currently Using |
| 4 Outlook Express | | Excellent | | Currently Using | | |

5 Microsoft Office Excellent Currently Learning

### Language

English

Urdu

Hindi

### Personal Information

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| Marital Status  Date of Birth | Single  07-March-1991 |
| **Reference:** | **Will be provided on demand.** |
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