

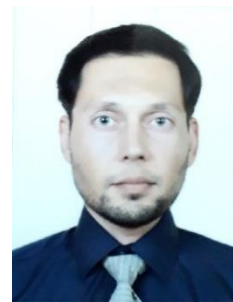
Contact:

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Target Job:	Management & Accounts
Career Level	Management, Administration
Target Job Location	Dubai United Arab Emirates (UAE).

CAREER OBJECTIVES

To make a sound position in corporate world and make enthusiastically in team to achieve goal of the organization with devotion and hard work. To succeed in an environment of growth and excellence and earn a job which provides me self-development and help me achieve personal as well as organization goals to seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

To excel in my field through hard work, research, skills and perseverance. To work in an environment which provides more avenue in the fields of Accounts, Administration, Management etc. to be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization to pursue a highly rewarding career. Seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth. To be a smart learner and the best performer in the organization. So that I can build an innovative career in the organization by using my skills and other significant talents.

Personal Info.

Birth date	Feb 21 st 1987
Gender	Male
Nationality	Pakistani
Marital status	Married
Residence Country	UAE Dubai Visit Visa
Driving License	Holding valid Dubai UAE driving license & Pakistani driving license

Academic Qualification



**(Master of Business Administration (MBA) (finance)
ICMS (University of Peshawar Pak)**

**Bachelor of Commerce
KCCM (University of Peshawar Pak)**



**CIT certificate in Information Technology Management
Leads Training Centre**

Computer Certification

Microsoft Office 2012, Computer Hardware, Internet & Networking, Software Installation, Ulead Photo Editing, Windows NET

Accounts Certification

Peachtree, Quick Book, Tally ERP9, Bank Cash Scroll (Recording) & Cash Book (Entries)

6th June 22 Continue

Allied Steel Manufacturing (Rolling & Furnace)

Industry: Steel Manufacturing (Rolling & Furnace) Company Bara Khyber.

Job Role: Accounts Officer (Account Payable)



- Managing accounts payable using accounting software and other programs
- Handling accounts payable for separate entities and vendors
- Analyzing workflow processes
- Establishing and maintaining relationships with new and existing vendors
- Ensuring bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures
- Processing due invoices for payments
- Comparing purchase orders, prices, terms of payment and other charges
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts

12th Dec 2020 20th May 22

Zxmco Motorcycle Pakistan Pvt Ltd Company Evergreen Peshawar

Industry: Evergreen Corporation leasing & cash selling of bikes in Peshawar.

Job Role: Accountant General



ZXMCO
MOTORCYCLES



ZXMCO MOTORCYCLES, a famous brand, has been in business over a decade and is committed to provide durable, economical and comfortable motorcycles for transportation to our valued customers.

- Monthly reporting and reconciliation of instalment invoicing
- Prepare and/or review daily recovery and schedules for monthly reporting
- Calculate the accounting effect of new, altered and terminated leases
- Preparing the necessary reporting and analysis present and upcoming month
- Responsible for documentation of the Company's valuation of leases for goods.
- Entering lease details, rents, and other recurring payments into lease management software
- Assist in the monitoring of internal controls related to the Company's lease systems
- Documenting accounting policies and procedures related to leases
- Monitoring of internal controls related to the Company's lease systems
- Maintenance of the lease accounting spreadsheet for all goods leases and preparation of the monthly journal entries related to these leases

Experience in the United Arab Emirates

10th Feb 2014 to 2019

ABNB Technical Service LLC Dubai, United Arab Emirates

Industry: Construction, Technical Services, Interior.

Job Role: Senior Accountant General cum Operation Supervisor



AS SENIOR ACCOUNTANT My responsibilities are collection and filing of Regular financial reports and budgets records

Prepares asset, liability, and capital account entries by compiling and analyzing account information.

Document financial transaction by entering account information.

Recommends financial actions by analyzing accounting options.

Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Substantiates financial transaction by auditing documents.

Maintains accounting controls by preparing and recommending policies and procedure.

Reconciles financial discrepancies by collecting and analyzing account information.

Secures financial information by completing database backups.

Maintains financial security by following internal controls.

Prepares payments by verifying documentation, and requesting disbursements.

Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

Maintains customer confidence and protects operations by keeping financial information and trends.

Accomplishes the result by performing the duty.

Contributes to team effort by accomplishing related results as needed

Oct 5th Dec 3rd

Sky Net As Dispatch Department



- 1) Manage all routing modifications to ensure the business is utilizing equipment and staff efficiently
- 2) Effectively communicate with customers on a regular basis regarding core transportation issues impacting the customer and the effectiveness and efficiency of the fleet.
- 3) Monitor loads dispatched to drivers and work with Dispatch throughout the week to increase work maximize driver earnings and company revenue.
- 4) Establish and maintain a positive relationship with all drivers. Create a driver experience that is number one in the industry.
- 5) Work with hourly paid drivers to make sure productivity is commensurate with hours worked.



Cash Department (to deal the customer's activities all activities are based on cash take and giving money from the customer's and also the income/profit and the outgoing activities of the bank.

Advances and Foreign Exchange Section In this section the job was about the foreign currency exchange dealing in all kinds of currency on daily bases rate.

Account opening & Remittances (to open an account for new customer and to guide them how to open an account issuing the cash book and pass book to the customers. Also dealing in price bonds profit coupons and zakat deduction book.

Deposits and Bill section Department (this section related to the customers all type of utility bills deposits and also shopping bills which have done by credit cards.

Key Skills

Good analytical and problem solving skills, sound knowledge of handling accounting system, excellent ability to sort, check, count and verify numbers, Strong ability to use an automated accounting system, good organizational skills, keen observer, trustworthy and smart working ability.

Achievements

employee of the month “April 2016” & “June 2017” for best accounting skill in ABNB Technical Services LLC Dubai UAE.

Languages known

Arabic : (Basic)
English: (Speak, Write, Read)
Urdu: (Speak, Write, Read)