



HAMZAH WASEEM-ACMA

Accounting & Professional Experience of 6+ years

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Date of Birth: 13-05-1995

Visa Status: Visit Visa (13-03-2024)

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S U M M A R Y

Dynamic and results-oriented professional with a successful career in accounting, finance, auditing, taxation. Well versed in leading the preparation and analysis of financial reports while maintaining accounting goals. Proficient in robust financial reporting, strategic business management, and developing various financial plans. Expertise in management reporting, documentation, and financial reporting along with deploying enhancement measures to maximize efficiency for optimum productivity, while meeting business objectives. Instrumental in improving processes, enhancing productivity & implementing solutions; **MS Office, SAP Business Hana, QuickBooks, SAP Business one, Sydat Hyder (WBS).**

C O R E S T R E N G T H S & E N A B L I N G S K I L L S

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|-----------------------------|------------------------------|---------------------------------|
| • Cash Flow Management | • Payroll Processing | • Accounting Systems & Controls |
| • Accounts Reconciliation | • Project Costing | • Accounts Receivable & Payable |
| • Intercompany transactions | • Financial Reporting Skills | • Internal & External Audit |
| • Management Accounts | • Payment Follow up | • Financial Statements |

W O R K E X P E R I E N C E

- **Imperial Electric Company Pvt Ltd, Lahore, Pakistan**
- **Deputy Manager Accounts & Finance, December 2020 – January 2024**
- Assisting in internal and external audits, providing necessary documentation and explanations related to cost accounting processes and controls
- Reviewing Trial Balance and ensure clearance of all clearing accounts as well as completeness of provisions before locking each period in SAP-B1, with a 100% clearance rate.
- Preparation of Consolidated Monthly Management Accounts (Group & Division Wise)
- Responsible for preparing the report on monthly & annual production, analyzing cost variances and communicating findings to relevant stakeholders.
- Quarterly Income Tax Statement Filing, Advance tax & Assist in Annual Income tax & Sales Tax return working.
- Highlighting the slow moving and dead stock in the inventory on a monthly basis and forwarded it to the managers after highlighting the issues if there is any.
- Depreciation & Insurance Schedule for the year, their allocation and their prepaid separation.
- Outstanding balances of LC's, Bank Contract, and FATR and reconciled it with relevant banks.
- Prepare work inspection reports, work completion reports, undertaking letters, manage staff medical and workman compensation insurance, payment of monthly utility bills relating to business.

- **Qarshi Industries Pvt Ltd, Lahore, Pakistan**

Finance Supervisor, July 2020 – December 2020

Daily Springly Bottles Sale Entry (cash & credit customer) in WBS.

Posting of recoveries in the system and reconciling it with the bank at the end of the month.

Reconciliation of cash & credit customers and provide the aging summary to the manager

Reconcile the bottle stock division wise

Prepare the details of security deposits of customers

- **Haji Sons Pvt Ltd, Lahore, Pakistan**

Trainee Accounts Officer, March 2018 – July 2020

Accounting involves checking invoices to ensure the legitimacy of the charges, setting payment dates and paying the bills that the company owes to various vendors and suppliers.

Posting of all types of cash payment, bank payment, bank receipt vouchers in QuickBooks prepare the cheques for fund transfers, RTGS for payments

Maintaining Petty cash at head office for meeting day to day expenses and posted the transactions in QuickBooks for daily Cash reconciliation.

Payroll Management (QuickBooks & Excel), Perform the other aligned working including loan deduction & provident fund etc.

Reconciliation of account with Associate Companies, Suppliers and other stakeholders on monthly basis

Assisting in internal and external audits, providing necessary documentation and explanations related to cost accounting processes and controls

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E D U C A T I O N

- **Institute of Cost & Management Accountant Pakistan** (2015 – 2023)
CMA – Chartered Management Accountant, Accounts & Finance
- **University of the Punjab, Lahore, Pakistan** (2013 – 2015)
B.COM – Bachelor of Commerce, Accounting

C E R T I F I C A T I O N S

- **Diploma in IFRS & IAS**, ICMA-Pakistan, Lahore (2023)
Accounting, Financial Management, Financial Reporting
- **Introduction to Corporate Finance**, CFI Institute, virtually (2024)
Corporate Financing, Investment Appraisals, Financial Management

R E F E R E N C E S W I L L B E F U R N I S H E D O N D E M A N D
