

WASIM ASLAM

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Visit Visa Valid till 21 March 2024



Profile:

Dynamic executive with 4 years of expertise in championing accounting excellence, ensuring seamless scalability amid company expansion. Proficient in financial analysis, meticulous balance sheet scrutiny, and advanced bookkeeping, with expert command of Intuit and Enterprise QuickBooks.

Professional Skills:

- Accounts Payable
- Accounts Receivable
- Financial Analysis
- Profit/Loss (P&L)
- Cash Management
- Financial Reporting
- Competitive Analysis
- Budgeting
- Letters of Credit
- Credit & Collections
- Bank Reconciliation
- Asset Management
- Vat /Tax return
- Feasibility Analysis
- Risk Management
- Debt Financing
- Stock Market
- Foreign Exchange
- Customer Relationship
- File Management
- QuickBooks
- Bookkeeping
- Capital Budgeting
- Investment Management
- Financial Reporting
- Cost Management
- Record Management
- Payroll /Wages
- Payroll Allowance
- Payroll Tax Deduction

Professional Experience:

Organization: **Cloudtek** (IT Company like Visiontech Systems International LLC)

Designation: **Finance Executive Cum Accountant** **(SEP 2021– Oct 2023)**



Responsibilities:

- Managing daily cash functions like account tracking, payroll, and wages allocation, budgeting and all types of cash and banking reconciliation with accuracy.
- Analyzed budget, financial reports, and projection of accurate reporting of financial standing.
- To manage the execution of meeting with the vendor, fulfill his requirements, and resolve payment issues with a timely response.
- Review financial documents verify the accounting data and verify the mathematical accuracy.
- Recorded transactions in QuickBooks.
- Maintained petty cash and handled all bank deposits.
- Prepare monthly payroll and resolved issues regarding payroll.
- To concern consultant regarding tax-related and other legal issue. Investigated and resolved variance issues in the digital and physical records to promote record integrity.
- Set up and improved accounting system and process to meet business needs and maximize the effectiveness of operations.

Achievement:

Successfully promoted from Finance Officer to Finance Executive cum Accountant.

Accomplished the meticulous recording of three years' accounting records in QuickBooks, adhering to Accounting Standards.



Organization: **Cloudtek** (IT Company like Visiontech Systems International LLC)

Designation: Assistant Finance Officer

SEP 2020– Aug 2021

Responsibilities:

- Oversaw petty cash and managed all bank deposits.
- Reported daily work/project updates to the Finance Manager.
- Executed procedures for money transfers, withdrawals, and cash deposits at the bank.
- Recorded all financial transactions in QuickBooks.
- Ensured meticulous file management by attaching supporting documents to payment vouchers.
- Conducted thorough checks on documents for accuracy and completeness.



Organization: **UBL FUNDS** (Assets Management like ADCB Assets Management Limited)

Designation: Relationship officer cum financial Advisor

Sep 2018– Aug 2020

Responsibilities:

- Successfully negotiated with customers for Mutual Fund investments, considering dynamic market conditions.
- Established and nurtured client relationships, effectively communicating market updates to customers.
- Efficiently managed product availability by assessing in-stock levels, turns, mix, and alternate sourcing.
- Orchestrated customer meetings, ensuring prompt responses, advisor availability, and meeting customer requirements.
- Strategically managed costs through sourcing reductions, tax rebates, asset allocations, maximizing profits, and promoting new product offerings.
- Kept customers informed on Government policies, tax rebates, monetary policy changes, and fluctuations in interest and inflation rates.
- Provided timely updates to clients on financial market behavior due to changes in monetary policy, interest rates, and inflation.
- Fostered strong inter-departmental relationships, contributing to the achievement of assigned goals.

Achievements:

Early achieved 7 Million sale targets in just 6 months instead of One year. and increase it 28 million at end of the period.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Association of Chartered Certified Accountants	ACCA	In Pursuing
Masters of Business Administration	International Islamic University Islamabad	2017
Bachelor of Commerce	University of Karachi	2012

CERTIFICATION/ ADDITIONAL SKILLS:

- **Computerized Accounting Software:** QuickBooks, Tally Accounting, Peachtree
- **MS Office:** (All versions, esp. MS Word, MS Power Point and MS Excel)

PERSONAL INFORMATION:

Father's Name : Muhammad Aslam

Date of Birth : 30 March 1992

REFERENCE:

Reference will be furnished on demand.