

SYED WAQAS ABDALI

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PROFESSIONAL SUMMARY:

I have completed Masters in Business Administration in Finance 2015 with 10 Years' Plus experience in handling Accounts & Finance. Strong management skills with extensive knowledge in statistical processes. Detail-oriented, Efficient, organized Professional responsible for setting up and directing account Departments, system reviews and financial reporting and analysis for business

ACADEMIC QUALIFICATION:

BACHELOR OF COMMERCE

UNIVERSITY OF KARACHI

2013

AREAS OF EXPERTISE:

- | | | |
|------------------------------|---|------------------|
| • ACCOUNTS PAYABLE | • BANK BALANCE STATEMENT | • TALLY |
| • ACCOUNTS RECEIVABLES | • MIS REPORT | • QUICK BOOKS |
| • REVENUE & EXPENSES | • KEEPING ACCURATE ACCOUNTING RECORDS & TRIAL BALANCE | • CLIMAX SUIT |
| • REVIEW GENERAL LEDGER | • CHECKING AND VERIFYING ALL THE BILLS FOR PAYMENTS | • SAP FICO |
| • ERP MICROSOFT DYNAMICS 365 | • MICROSOFT EXCEL | • MICROSOFT WORD |
| • MICROSOFT OUTLOOK | • MICROSOFT POWER POINT | • ORACLE 9I |

PROFESSIONAL WORK EXPERIENCE:

ORGANIZATION: GENERAL TERMINAL OPERATORS PAKISTAN (PVT) LTD

TENURE: NOV - 17 TO DATE

DESIGNATION: ACCOUNTANT

RESPONSIBILITIES:

- ⇒ Prepare aging statement of customers and follow up on emails.
- ⇒ Prepare Operation staff & office salaries and their payment.
- ⇒ Clearing all the payment which is due and paying aged invoices.
- ⇒ Closing Monthly Expenses & Revenue in respective accounts heads.
- ⇒ Monthly MIS reports. & withholding tax deducted by parties.
- ⇒ Overall control of Receivables as well as Payables of the Company.
- ⇒ Monitor all collections, prepare receipt vouchers and scrutinize ageing report.
- ⇒ Monthly prepare of suppliers outstanding aging report with credit terms.
- ⇒ Monitor and audit all monthly bookings & invoices and seek queries to the operation department,
- ⇒ Prepare income tax and sales tax challan through e-filing IRIS and FBR Portal & SRB PRA BRA KPRA Portal.
- ⇒ Maintain the records of all payment side and offset all Terminals after the update Export/Import department.
- ⇒ Debtors/Creditors) & inter companies Reconciliations.
- ⇒ Prepare reconciliation of bank statement on daily basis.
- ⇒ Adjustment of Security Deposit for import Cases and process refund payment.
- ⇒ Prepare monthly SRB Data on every month.
- ⇒ Handle and coordination for all Government matter (Professional Tax /EOBI / Social Security & others).
- ⇒ Coordinate with shipping agent and prepare Statement of Accounts for Shipping agent.
- ⇒ Prepare all forwarding payment and coordinate with shipping lines.
- ⇒ Verify the reliability and accuracy of bank balances in the general ledger and trial balance.
- ⇒ Responsible for all inter fund transfers and optimum utilization of idle funds in accounts.
- ⇒ Coordinate with bank daily bank balances and prepare daily actual fund position report.



ORGANIZATION: AMI PAKISTAN (PVT) LTD (MARINE GROUP OF COMPANIES)

TENURE: JAN - 15 TO SEP-16

DESIGNATION: ACCOUNTANT

RESPONSIBILITIES:

- ⇒ Prepare Import Receipts, General Receipts and Export Receipts Export invoices.
- ⇒ Adjustment of Security Deposit for import Cases and process refund payment.
- ⇒ Prepare and manage advances to employees.
- ⇒ Reconciliation of advances to employees.
- ⇒ Prepare asset, liability and capital account entries by compiling and analyzing account information.
- ⇒ Parties' (Debtors/Creditors) & inter companies Reconciliations.



- ⇒ Dealing and coordination with external auditors and provide data and supporting documents as per requirements.
- ⇒ Prepare Trial Balances Monthly Accounts profit and loss statement and other reports.
- ⇒ Closing Monthly Expenses & Revenue in respective accounts heads.
- ⇒ Clearing all the payment which is due and paying aged invoices.
- ⇒ Preparation of reconciliations of respective accounts heads & Bank Accounts.
- ⇒ Responsible for the preparation of office staff salaries and their payment.
- ⇒ Preparation of leave settlement & gratuity as final settlement.
- ⇒ Handling all operational activities Of Management as Department In charge .

ORGANIZATION: **ESSENTIALS 99 PAKISTAN (PVT) LTD (BOOM BOOM CRICKET PAKISTAN)**

TENURE: **MAY - 12 To JUNE-13**

DESIGNATION: **ACCOUNTANT**

RESPONSIBILITIES:

- ⇒ To vouch the daily cash & bank transactions in the system.
- ⇒ To process/posting of payment advices against cheques received from customer.
- ⇒ Monthly reconciliation of various banks.
- ⇒ Payment through cash vouchers.
- ⇒ Generation of invoices on due of customer credit period, and strictly follow the bad debts accounts.
- ⇒ Processing of bills including contractor's bills & indirect bill.
- ⇒ Processing of monthly closing JV.

ACHIEVEMENTS:

- ⇒ Successfully implemented **SIDAT HYDER FINANCIAL SOFTWARE** and to record past years' data within timeline.
- ⇒ Preparation and implementation of standard operating procedures.
- ⇒ Successful completion of old outstanding audit.
- ⇒ Timely monthly reporting (within 10 days of the close of month).

ORGANIZATION: **MULTIMODAL TRANSPORT INTERNATIONAL (PVT) LTD**

TENURE: **AUG – 2010 To JANUARY - 2012**

DESIGNATION: **ACCOUNTS EXECUTIVE**

RESPONSIBILITIES:

- ⇒ Knowledge of final Accounts.
- ⇒ Data Verification & Checking, Debtors & Creditors aging.
- ⇒ Bank Reconciliation.
- ⇒ Inter-companies' & Parties' (Debtors/Creditors) Reconciliations.
- ⇒ Dealing and coordination with external auditors.

MISCELLANEOUS REPORTS TO MANAGEMENT WHICH INCLUDES:

- ⇒ Preparation monthly payroll.
- ⇒ Monthly fuel analysis report.
- ⇒ Daily Operational Cash Flows.
- ⇒ Receivables & Payables status with aging.
- ⇒ Financial statements.
- ⇒ Daily Reports.
- ⇒ Trial Balances.

ORGANIZATION: **TRANSWORLD CARGO DISPATCH COMPANY (PVT) LTD.**

TENURE: **MAY – 2006 TO DECEMBER – 2009**

DESIGNATION: **ACCOUNTS EXECUTIVE**

RESPONSIBILITIES:

- ⇒ Prepare debtors aging reports, and follow-up the customer.
- ⇒ Receive cash/cheques from customers and issue receipt voucher/system entry and deposited funds in bank A/C.
- ⇒ Monitor all collections, prepare receipt vouchers and scrutinize ageing report.
- ⇒ Submission of cheques of customer.
- ⇒ Maintaining Books of Accounts such as Journal, Cash/Bank Book, and Purchase & Sales Register.
- ⇒ Issue Cash to Operations Department on IOU and check/approve all petty cash transactions & scrutinize petty cash.
- ⇒ Related expenses before submitting for management approval and posting in the respective supplier & Expense A/C
- ⇒ And manage/prepare Company Cash Flow Statement
- ⇒ Overall control of Receivables as well as Payables of the Company

