



# WASEEM AHMAD

Account and Finance Resource

## PROFILE

With over 5 years of experience, I am Waseem, an adept accountant actively exploring fresh opportunities and committed to upholding financial precision. I work with different teams to offer important financial advice that helps them make better decisions.

## CONTACT

Address

Sharjah, UAE

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## PERSONAL DATA

Date of Birth: 26-10-1991

Nationality: Pakistan Visa

Status: Visit Visa

## WORK EXPERIENCE

### **Assistant Accountant, Care Pharmacy, Faisalabad September 2017 — October 2023**

- Managed daily financial transactions and reconciled accounts to ensure accuracy.
- Assisted in the preparation of efficiently managing and reconciling petty cash transaction and reports for management review.
- Conducted regular audits to identify discrepancies and implement corrective measures
- Collaborated with team members to streamline accounting processes and improve overall efficiency.

### **Assistant Manager, Kohinoor Shopping Mall, Faisalabad January 2012 — June 2017**

- Prepared and distributed team-based communications to foster collaboration and enhance team morale.
- Oversaw training and on boarding process for all newly hired employees.
- Conducted research to assist with routine tasks and special projects.
- Maintained inventory stock for [Type of Item] and placing orders when necessary.

## ACADEMIC QUALIFICATION

- Bachelors of Commerce (B.Com), Allama Iqbal Open University (AIU), Islamabad  
June 2018 — July 2020
- F.Sc Pre-Engineering, Government College University (GCU), Faisalabad  
September 2011 — December 2013
- ACCA is to be continued ...

## PROFESSIONAL SKILLS

- Book Keeping
- Sale Management
- Time Management
- Leadership Skills
- Communication Skills
- Customer Service
- Creativity
- Teamwork

## EXPERTISE

- ERP
- MS Word
- MS Excel
- Email and Formal Letter composing

## LANGUAGE COURSES

- Urdu
- English

## INTERNSHIPS

Data Entry Internee, Care Pharmacy,  
Faisalabad

October 2017 — March 2018

My data entry internship has honed my organizational and data management skills, enhancing my attention to detail. I have significantly contributed to the organization's efficiency, and this experience has been instrumental in advancing my data management proficiency

## AWARDS /CERTIFICATION

Best performance of The Year, Care  
Pharmacy, Faisalabad  
February 2022

Recognized for my dedication, accuracy, and commitment to customer service, receiving the best performance of the Year award underscores the importance of excellence in financial transactions and client satisfaction from my perspective.

### References

References available upon request