



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

Qasmia, Sharjah, UAE.

Cell: +971 52 510 3022

E-mail :

acca.waseemahmad@gmail.com

PERSONAL DATA

Date of Birth: 26-10-1991

Nationality: Pakistan

Visa Status: Visit Visa

WORK EXPERIENCE

Data Entry Specialist, Care Pharmacy, Faisalabad September 2017 — October 2023

- Accomplished data entry tasks with precision and efficiency, ensuring accuracy and speed.
- Organized, sorted, and checked input data against original documents.
- Communicated with supervisors and colleagues to process data quickly and resolve discrepancies.
- Utilized techniques for increasing data entry speed.

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 (AIOU), 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 Cashier of The Year, Care Pharmacy,
Faisalabad
February 2022

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

References

References available upon request