

ABAID WAHEED

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Career Objective

Looking for a new & challenging position, one which will make best use of my existing skills and experience & also further my development.

ACADAMIC QUALIFICATION

Degree	Division/Grade	Year	Institution/Board
B. Com	2 nd Div	2017	University of Sargodha
FSC (Pre Eng.)	2 nd Div	2014	FBISE, Islamabad
Matric	1 st Div	2012	FBSE, Islamabad
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December 23, 2020 to October 2021. Secure Logistics Group Pvt Ltd Islamabad.		<u>“Assistant Accountant”</u>	
		<u>Responsibilities: -</u> <ul style="list-style-type: none">➤ Manage all accounting transactions➤ Managed daily petty cash transactions.➤ Monthly Reconciliation and Payroll Preparation.➤ Cash Handling➤ Ensure timely bank payments.➤ Verification of bills related to sale staff and Drivers➤ Reconcile accounts payable and receivable➤ Comply with financial policies and regulations	
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April 01, 2019 to August 31, 2020. Bykea office Rawalpindi		<u>“Customer Service Officer”</u>	
		<u>Responsibilities: -</u> <ul style="list-style-type: none">➤ Deal with Clients.➤ Follow up to Clients for Payments.➤ Reporting to head office about daily progress.➤ To solve the problems of Clients.	

November 13, 2017 to
March 31, 2019.

Commoners Sky Garden

“Accountant Cum Admin”

Responsibilities: -

- Interact with company banking and financial partners.
- Managed daily petty cash
- Monthly Reconciliation and Payroll Preparation
- Examine of purchase ledger and reconcile with the parties.
- Mess Management and monthly report

September 20, 2016 to
October 31, 2017:

Abbasi Electronics.

“Accountant”

Responsibilities: -

- Develop and document record keeping and accounting systems, making use of current computer technology.
- Prepare, examine of purchase ledger and reconcile with the parties.
- Make monthly audit of stocks and analyze stock reports.
- Interact with company banking and financial partners.
- Managed daily petty cash transactions and Payroll Preparation.
- Other duties and projects as assigned by the management

SKILLS

- Sufficient experience of handling the latest version of Microsoft Office like Excel & Word.
- Ability to work with teams and ability to take initiative, leadership, hardworking, good time management skills, problem solver.

PERSONAL INFORMATION

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| • Father's Name | Abdul Waheed |
| • Passport No | FW6179631 |
| • Visa Status | Visit |
| • Date of Birth | June 15, 1993 |
| • Marital Status | Single |
| • Home Address | Villa 11B Hor Al Anz, Dubai |
| • E-Mail Address | Abaidabbasi840@gmail.com |
| • Cell | +971 502982415 |