

# CURRICULAM VITAE



## Personal Data:

Father's Name: Khurram Aslam  
Date of Birth: 27<sup>th</sup> May, 1998  
Marital Status: Single  
Nationality: Pakistani  
Visa type: Visit Visa valid till  
7<sup>th</sup> June, 2022

## Language Known

### English

- Great skills in Listening, reading, writing and speaking.

### Hindi

## Certifications:

- Diploma in Warehouse Management: (Inventory, Stocks and Supply Chain)
- Marketing: Product Management
- Diploma in Accounts Management (IOAP)
- Diploma in Office Management (IOAP)
- Diploma in Retail Management, Merchandising, Distribution,
- Diploma in Sales Management

## Other Skills:

Great command in Microsoft Office especially in MS Word and MS PowerPoint.

## Abdul Wahab Ali

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Address: Al Murar, Deira, Dubai, U.A.E

Contact No: +971 58 6632198

## Career Objective:

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning and to get an opportunity where I can make the best of my potential and contribute to the Organization's growth.

## Academic Background

	2018 - 2020
<b>Associate Degree Program in Accounting and Finance</b> University of Central Punjab, Lahore Pakistan	
	2015 - 2017
<b>Intermediate, ICS,</b> Board of Intermediate and Secondary Education Gujranwala. From: Punjab College for Boys, Wazirabad, Pakistan	
	2013 - 2015
<b>Matriculation, Science Group,</b> Board of Intermediate and Secondary Education, Gujranwala From: Punjab College for Boys, Wazirabad, Pakistan	

## Work Experience

### Accountant, Waian Enterprises

#### Responsibilities:

- Day to Day Book Keeping
- Handle day-to-day accounting duties
- Assist with account payable & receivable
- Prepare monthly statements and reports.
- Co-ordination with Bankers and external service Providers.
- Month-end book closure and reporting
- Liaising with auditors for annual audits, tracking Renewals.
- Handle sensitive information in a confidential manner.
- Take accurate minutes of meetings.
- Coordinate office procedures.
- Reply to email, telephone, or face to face inquiries.

01/2020 – 02/2022

## ADDITIONAL SKILLS

- Self-motivated and driven by targets
- Strong communication skills – including both verbal and written.
- Numerical skills.
- Strong decision maker