

# WASIM BASHIR



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## PROFESSIONAL INFORMATION

- **Working in wall street exchange co (“Accounts Officer”) from 19 JAN, 2017 to 10-Apr-2021**
- **Working in sky exchange co (Account officer) from 11-Apr-2021 to 01-July-2021**
- **Currently working in interwood as account officer from 11-July-2021 to Till date**

## CURRENT JOB ASSIGNMENT

- Dealing Foreign Currency & Local Currency Customers
- Dealing TT & DD Customers
- Authorize All Vouchers
- Maintain All Office Registers like Key Register, TT & DD Register, Dairy Dispatch Register, E-mail Register, Attendance Register etc.
- Maintain All Office Files like Expense, Cash Receive & Paid, Cash Transferred, Inward & Outward, TT& DD, Purchase & Sale, Rent, Prepaid Provision etc.
- Reconciliation With Head Office
- Making KYC, CTR and STR for Reporting to SBP
- Performing Daily Closing and Reporting to Head Office
- All Types of Accounts Handling
- Cash Handling
- Customers Ledger
- Payment Adjustments
- Billing to Clients
- SAP Entries
- Accounts Payable and Receivable
- Vendor & Contractor Payments
- Corporate Billing
- Cheque and Credit Card Reconciliation
- Incoming and outgoing payments
- Generate Sales Tax Invoices
- Dealing with Day to Day Financial Matters of Organization According to Company Policies/Rules and Regulations
- Maintain Vehicle and Generator Log Book
- Corresponding Between and Outside the Organization by Using Manual Letter writing and Through E-mail

## PERSONAL INFORMATION

- **Father’s Name: MUHAMMAD BASHIR**

- C.N.I.C No. 34101-5706950-9
- Date of Birth: 26-04-1992
- Marital status MARRIED
- Religion Islam

## OBJECTIVE

I am an experienced Professional looking for a full time position in well reputed Bank / Financial Institution, Where I can prove to be an asset of the organization.

## ACADEMIC CREDENTIALS

	<u>Marks /Percentage</u>	<u>Division</u>	<u>Year</u>
<b>B.A</b>			
University of the Punjab	411/850	2ND	2015
<b>F.A</b>			
GRW BOARD	526/1150	2ND	2011
<b>Matric (SCIENCE)</b>			
Grw Board	426/850	2ND	2008

## ACCOUNTS:

- All types of Accounts handling
- Maintain Ledgers manually and electronically
- Corresponding between and outside the organization by using manual letter writing and through e-mail.
- Maintaining of companies accounts, analysis, and final reporting on M.S Excel Sheets & Making corresponding through M.S word
- Bank handling, Bank reconciliation.

## Finance:

- Dealing Foreign Currency Customers
- Dealing T.T and D.D Customers
- Dealing with day to day financial matters of organization according to company policies / rules / regulations
- Making Daily Cash Report and reporting to Branch Manager and Head Office

## COMPUTER SKILLS

- Through knowledge of Computer operation in the windows Environment (Microsoft Word, Excel, Power Point, Outlook Express, Internet Exploring E-Mail etc.
- Knowledge of SQL Server 2000-5-8, Ms Access C++, HTML, Java Scripts,

DBMS, etc.

- Typing speed 35 word per minute.
- Wall Soft, Financial Management System
- MS-Office
- Usage of internet / E-Mail through Outlook express
- Typing Speed 50 W/M

#### **INTERNSHIP**

#### **EXPERIENCE**

- Three months internship at HBL

Reference will be furnished on demand