



Wasim Razzaq

Accountant

A detail-oriented and qualified Accountant professional with proven experience in executing the accounting policies and procedures. By using my technology skills, I can deliver high-quality work and meet the expectations and needs of the company.



wasim4505@hotmail.com



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Dubai, United Arab Emirates

SKILLS

Decision Making

Planning & Scheduling

High Attention to Detail

Excellent Customer
Service Skills

LANGUAGES

English
Full Professional Proficiency

Urdu
Full Professional Proficiency

Hindi
Full Professional Proficiency

INTERESTS

Travelling

Badminton

Photography

Coaching

WORK EXPERIENCE

Accountant

Boss Furniture Pakistan, GRW, PK

01/2020 - 12/2023

Achievements/Tasks

- To handle Accounts Payable, all types of Vouchers and Internal Reports
- Prepare and Manage the Processing of Monthly Payroll.
- Cash & Bank Reconciliation Statements.
- Short-term loans, Advance Salary, etc.
- Assist in Preparation of monthly Budget.
- Reimbursement of medical, travel & fuel claims as per company policy.
- Maintain Petty Expenses
- Verifying and Timely Processing Employees Final settlements

Officer Customer Services

Bank Alfalah Limited, LHE, PK

10/2018 - 12/2019

Achievements/Tasks

- Greet customers to the CFC and assist them with their inquiries and requests
- Handle and resolve the customers' complaints and issues through CMU
- Early settlement of auto loan, personal loan and deactivation of credit card
- Vehicle registration book and number plate handing over to customers
- Annual vehicle Insurance renewal upon customer request
- Credit Card, auto Loan and personal loan sales lead refer to concern dept.

CERTIFICATES

1. Professional training certificate of MS Office
2. Training Certificate of Cash and Vault Management
3. Training Certificate of Branch Banking Operations & Currency Management Strategies
4. Valid Motor Car Driving License of Pakistan

PERSONAL PROJECTS

MDS Foods Pvt. Ltd. (Operator of Hardee's in Pakistan)- Management Training Program
(04/2018 - 08/2018)

EDUCATION

Master in Business Administration (MBA)

Superior University, LHE, PK

04/2017 - 08/2018