



# WASEEM K

JUNIOR ACCOUNTANT/ PAY ROLE ASSISTANT

## PROFILE SUMMARY

- Over 2 years of experience in Accounting, Payroll Assistance, and Document Control in the Construction Industry with expertise in managing Audits as per internal and external procedures
- Proven track record of maintaining general ledger operations, reconciling invoices, and resolving AP problems with vendors and customers
- Skilled in gathering financial information, preparing documents, and closing books
- Proficient in payroll functions, including timekeeping, wage allocation, and WPS salary
- Experienced in coordinating audits and ensuring compliance with internal and external procedures
- Strong knowledge of financial analysis, budget planning, and expense management
- Excellent communication, problem-solving, and time management skills

## EDUCATION

- 2017** BBA: Business Management and Travel & Tourism  
ITM College of Arts & Science, Kerala, India
- 2013** Kerala State Education: High School Diploma  
Peralassery AKG Smaraka Government HSS, Kerala, India

## WORK EXPERIENCE

**Menasco Mechanical Contracting LLC | Dubai, United Arab Emirate**

**Mar'21 – Aug'23**

**Junior Accountant**

**Responsibilities:**

- Maintaining general ledger operations and ensure accurate financial records & Supplier & Bank Reconciliation
- Reconciling invoices to purchase orders and resolve AP problems with vendors and customers
- Assisting with tax filings and coordinate audits in accordance with internal and external procedures
- Preparing cheques for specific transactions and support the month-end close process
- Gathering financial information, prepare documents, and close books
- Supporting the payroll function, including payroll processing, wage allocation, and timekeeping
- Assisting with budgeting, cash flow management, and financial forecasting
- Coordinating with project managers and provide financial support for project-related activities
- Ensuring compliance with financial regulations and company policies
- Collaborating with cross-functional teams to improve financial processes and systems

**Achievements:**

- Successfully implemented a new payroll system, resulting in improved accuracy and efficiency
- Streamlined the accounts payable process, reducing payment errors
- Developed and implemented financial controls, resulting in improved compliance and reduced financial risks
- Assisted in the successful completion of an external audit with zero major findings

**Give Growth path:**

**Menasco Mechanical Contracting LLC**

**Oct'21 – Jan'22**

**Site Accountant**

**Abu Dhabi, United Arab Emirates**

- Managing Petty cash at site to make small payments, purchases, reimbursements
- Creating Petty Cash summary in Excel sheet on daily basis. Coordinated with Project Manager
- Managing Site Labour data

## PERSONAL DETAILS

**DOB** : 1<sup>st</sup> Oct'1995

**Location** : Sharjah, United Arab Emirates

**Languages** : Languages Known: Hindi, English, Malayalam & Tamil

## CONTACT DETAILS

- Phone** : +971 568454286
- Email** : waseemmoideen360@gmail.com
- LinkedIn** : linkedin.com/in/waseem-k-558471208

## REFERENCES:

- Mr . Hany badawiyah Mohammed (CFO Menasco) - +971 54 449 5765
- Shijith Chandran ( Senior Chief Accountant) - +971 55 514 9292

## JOB OBJECTIVE

Highly motivated and detail-oriented Junior Accountant, targeting a challenging assignment in an organization that will utilize knowledge and experience to contribute to its objectives and facilitate professional growth. Targeting roles in accounting, payroll, and document control in the United Arab Emirates

## CORE COMPETENCIES

- Financial Analysis and Reporting
- Accounts Payable and Receivable
- Expense Management and Control
- Budget Planning and Forecasting
- Payroll Processing & WPS Salary
- General Ledger and Operations
- Audit Coordination and Support
- Cash Flow Management
- Financial Record Keeping
- Financial Data Analysis

## TECHNICAL SKILLS

- MS Office applications (Word, Excel, PowerPoint)
- Epromise ERP
- QuickBook
- Peachtree
- Tally ERP 9

## SOFT SKILLS

- Analytical & Critical Approach
- Time Management
- Leadership
- Team Management
- Collaboration & Communication
- Problem Solver