Abdul Wahab Akbar

S&D Manager ,Operation Manager, Accountant , Accounts Clerk,

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Summaray

I have vast experiences almost 12 years plus in field of accounting, operations and sales. I fulfilled all tasks related to office work or field work as per sop with full honesty therefore employers always admired me specifically in accounting and sales.
i achieved many mile stones during my jobs tenure winner of many promos and competitions and also winner of foreign corporate tour. i never missed any kpi or target or task in my career till yet.
in future i am fully prepared to play any vital role for company or firm individually or as team as per sop and instructions with honesty.

Personal details

- Date of birth: **March 7, 1990**
- Place of birth: **Kamalia Pakistan**
- Driver's license: **Not Yet**
- Gender: **Male**
- Nationality: **Pakistan**
- LinkedIn: **linkedin.com/in/rai–abdul– wahab-khan-82053a53**

Skill Highlights

- MicroSoft Office
- Book Kepping
- Trial Balance
- Monthly payrolls, vouchers etc
- Customer/Client Dealing
- Retail Management in large numbers
- Risk Management
- Reporting and Analysis
- Online or Helpline customer Support
- Bank Reconciliation Statement
- Profit and Loss statement
- Service-focused
- Balance Sheet
- Problem Solving Skill
- Team leader
- Time Utilization
- Team Management
- Out Door Customer or Client Dealing

Languages

- Urdu, Punjabi, English, Arabic

Education

- **LLB/Bacheloroflaw** 2017-2020
  SirSyedLawCollegeMultan,Multan

- **M.Com** 2013–2015
  M.Com BZU Sahiwal Campus, Sahiwal Sub Campus of BZU Multan

- **B.Com** 2009-2011
  IslamiaCollegeofCommerceTobaTekSingh, Affiliated with University of Sargodha

- **FSc / HSSC** 2008
  Govt PST College Kamalia, Kamalia Affiliated with BISE Faisalabad

- **Matric / SSC** 2005
  SardarTameereMillatSecondarySchoolKamalia,Kamalia Affiliated with BISE Faisalabad

Certificates

- 03 months **E–commerce online course** successfully completed by PITB E–Rozgar online through Punjab Government Pakistan
- **Microsoft** Office,windows,and other software 06 months training course

Achievements

- Best **Franchise Executive** (FE/CSR) for three consequitive year 2018, 2019, 2020 by PTML/Ufone Pakistan.
- More then 95% Promos and competition winners as sole and team since 2016.
- **Winner of corporate foreign tour** to Thailand in 2020.

Experience

A/Accounts officer & Social Media Marketing Officer Sep 2023 - Present

Al-Khatib Turning & Metal Construction Est. Abu Dhabi. Since 1968.

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.

- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

Advocate & Tax Lawyer (Part Time) 2020-2023

Ch Law Associates kamalia

- i am also member of punjab bar council and worked as lawyer in 2020 for six months.
- i joined this field due as part time due to interest in law field and well aware of Tax matters of individual and business even companies & firms too.
- I deal with number of cases in company laws , Tax laws and corporate laws.

Sale & Distribution Manager & Operations Head Sep 2016 – Aug 2023

Rai Communication- Ufone / PTML Franchise Kamalia

- In September 2016 i switched my job and field from office to work field. It was quite tough task but i done it remarabley. I joined Rai Communication a telecom franchise/distribution of PTML Ufone Pakistan as S&D Manager. During job i was not responsible only about sales targets also responsible for its operations and accounts work too. During this job i fulfilled all kpi's and sales target and there is no doubt, me and my team work hard for business and increase its profitability.
- i am also winner of many promos and competition i.e 03 years consecutive best Franchise Executive awards 2018 to 2020.
- I am also winner of foreign tour of thailand in Feb 2020.
- This was not an easy task for me to maintenance of all accounting and financial records along with fulfillment of sale targets for the profitability of business but with the help ALLAH me and my teams is doing well and achieving its goal till yet.

Responsibilites:

- Build and maintaining client relations.
- Work with internal departments such as the Marketing or Product teams to engage audiences and clients more deeply.
- Meet and exceed KPIs and sales targets.
- Possess deep knowledge of business product offering and value proposition.
- Follow organisational policies and regulations that affect the Sales department.
- Proactively pursue new business and sales opportunities.
- Solve problems for clients and customers by developing innovative and tailored sales solutions.
- Be a brand ambassador and reflect company values at all times.
- Oversees the activities of other workers.
- Hires, trains, and evaluates new employees.
- Ensures that a company or department is on track to meet its financial goals.

- Reports to other executives or to the owner directly.
- Directs team or group leaders.
- Motivates workers through incentives and positive feedback.
- Develops and implements budgets.
- Prepares reports for management.
- Ensures workers have the resources to complete their work.
- Updates job knowledge by participating in educational opportunities, reading professional publications, and participating in professional organizations.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments

Accountant — Mar2012 – Aug 2016

Divisional Public School Kamalia (A Project of DPS & C Faisalabad)

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Total number of employees consist on above 60 and student's strength was above 500 in numbers.
- Area of school is about 120 kanals include covered area above 25 kanals and rest was about play grounds.
- **Most of time i have to manage all administrative issues of school too.**

Bank Teller / Cashier — Dec2012 - Mar2012

Allied Bank of Pakistan

Responsibilities:

- Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts
- Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed

- Reconcile cash drawers at the end of your shift, count and package coins and currency, turn in any excess or damaged currency to head teller
- Track, record, report, and store transactional information and special requests
- Provide a high level of customer service, offering answers and assistance with a smile.

Accounts clerk — Feb 2011 - Dec 2012

Minhaj ul Quran Model Secondary School Kamalia

- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge

Internships

Internship was compulsory for M.Com course completion. Internship was performed during summer vacation of school job as Accountant.

Ch Law Associates, Kamalia
Assistant Lawyer 2020
06 months internship done in field of law for the license of practice as an advocate in punjab