

WASEEM ATTA

EDUCATION

MSC Accounting & Finance

Bahauddin Zakariya University
CGPA 3.3 69%

Bachelor Of Commerce

Bahauddin Zakariya University
75%

WORK EXPERIENCE

Alpha Homes Real Estate, UAE

Accountant

February 2023 to March 2024

- Managed full-cycle accounting processes, including accounts payable, accounts receivable, and payroll, ensuring timely and accurate payments and financial reporting.
- Conducted regular reconciliations of bank statements, identifying and resolving discrepancies to maintain accurate financial records.
- Prepared monthly financial statements, balance sheets, and income statements, providing insights to management for strategic decision-making.
- Collaborated with the sales team to analyze commission structures, calculate commissions, and ensure accurate payouts.
- Preparation of Tenancy Contracts, MOU, Addendum & Ejari



ABOUT

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

PHONE:

055-7637624

EMAIL:

Wasimatta679@gmail.com

Nationality:

Pakistani

Visa Expiry:

15/03/2025

Languages:

- English
- Urdu
- Hindi

- Listing Properties on Social Media e.g Facebook, Bayut & Dubbizzle
- Registering & Renewing agreements with developers
- Greet clients and visitors, both in person and over the phone, and provide them with assistance and information as needed.

Allied Bank Limited, Pakistan

Bank Teller

2021-2023

- Balanced currency, coin, and cheques in cash drawers at ends of shifts, and calculated daily transactions using the debit and credit machines.
- Accurately recorded daily transactions, maintained 100% accuracy in cash drawer and managed errors to less than 10%.
- Processed customer payments and issued cash refunds as required with maximum customer satisfaction.
- Answered customer inquiries and resolved account issues.
- Completed deposits and withdrawals, processed currency exchanges and provided banking services according to established standards.
- Handled cheques cashing, loan payments, and opening/closing new accounts.

SKILLS

- MS Office
- Financial Accounting
- Financial Statements
- Cash Management
- Customer Services
- Effective Communication
- Social Media Advertisement (Bayut & Dubizzle)
- VAT Filing
- Office Management
- Booking keeping
- Voucher Management
- Banking Software
- Real Estate Accounting