

WASEEM RAZA MUHAMMAD YOUNAS

ACCOUNTANT



CONTACT

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Address

Musaffah 11, Abu Dhabi, UAE

Professional Summary

Motivated and detail-oriented professional with a strong academic background in Commerce and Information Technology. Seeking to leverage organizational, managerial, and problem-solving skills in a challenging corporate environment to contribute effectively to business growth. Currently pursuing self-study in various accounting software to enhance my skill set.

Visa Status

- **Visa Status:** Employment visa, UAE
- **Passport No:** VL9899311
- **Nationality:** Pakistani

Education

- **MIT (Information Technology)**, Virtual University of Pakistan — 2022
- **B. Com (Accounting & Finance)**, University of The Punjab — 2019
- **F.A (Arts)**, BISE Gujranwala — 2017
- **Matric (Science)**, BISE Gujranwala — 2015

Professional Experience

Junior Accountant | Crosswind Security and Safety Training & Consulting LLC. UAE

May 2024-Continue

- Managed and recorded financial transactions with precision, ensuring accurate bookkeeping and compliance with accounting standards.
- Handled all aspects of bookkeeping, including accounts payable/receivable, reconciliations, and general ledger entries.
- Conducted inventory management and performed detailed sales analysis to support business decision-making processes.
- Prepared and issued invoices promptly, ensuring timely billing and accuracy.
- Proactively followed up with clients to resolve outstanding payments, maintaining strong relationships and reducing overdue balances.
- Provided customer support, addressing inquiries and resolving issues related to billing and payments.
- Sent Statements of Account (SOA) to companies regularly, ensuring clear communication of account statuses.

- Utilized Tally Prime for efficient accounting operations, including data entry, report generation, and financial analysis.

Drop shipping Business, Raza Treasures

January 2023 – May 2024

- Ran social media marketing ads to gain sales.
- Coordinated with suppliers for procurement and logistics.
- Provided customer support and after-sale service to ensure customer satisfaction.
- Facilitated communication between customers and delivery companies to improve delivery ratio.

Skills

Accounting and Financial Management:

- Financial Reporting
- Account Reconciliation
- Financial Analysis
- Accounts Payable and Receivable
- General Ledger Management
- Basic knowledge of Accounting Software (Tally Prime, Quick Books, Soho Books, MS Excel - self-study in progress)
- Internal Controls
- Data Analysis and Interpretation
- Bookkeeping
- Computer H/W, S/W troubleshooting, installation
- Can develop entry level websites and mobile applications using (html, CSS, js, react native, bootstrap, c#)
- 35+ typing speed

Professional Skills:

- Attention to Detail
- Problem-Solving Skills
- Communication and Interpersonal Skills
- Time Management and Organizational Skills
- Team Collaboration
- Continuous Learning Enthusiasm
- Quick Decision Making
- Financial Planning and Budgeting
- Risk Assessment and Management
- Strategic Thinking and Analysis
- Critical Thinking
- Adaptability and Flexibility

Languages

can read write and speak theses languages very well

- Punjabi, Urdu, Hindi, English

Certification

English proficiency certification (virtual university of Pakistan) ____ 2022

Freelancing (Digiskill.pk) _____2020

SEO Search Engine Optimization (Digiskill.pk) _____2020