

# WASEEM RAZA MUHAMMAD YOUNAS

## ACCOUNTANT

### CONTACT

Mobile No/ What's App: +971527376816

Email: waseemraza2367@gmail.com

### Address.

Al Raas, Daira Dubai, UAE



---

### Professional Summary

I am a motivated and meticulous 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. I am currently pursuing self-study in various accounting software to enhance my skill set.

### Personal Details

- **Driving License:** Having valid UAE Driving License (LV)
- **Visa Status:** Employment visa, UAE (having NOC)
- **EID NO:** 784-1999-9861185-1
- **Expiry Date:** 11-07-2026
- **Nationality:** Pakistani

### Professional Experience

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

May 2024-31<sup>st</sup>- December-2025

- Managed and recorded financial transactions with precision, ensuring accurate bookkeeping and compliance with accounting standards.
- Managed all aspects of bookkeeping, including accounts payable/receivable, reconciliations, and general ledger entries.
- Conduct inventory management and perform 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.

## **Assistant Accountant & E-commerce Specialist**

**Al Nahham General Trading LLC**  
**1st January 2025 – Present**

### **Key Responsibilities:**

#### **Accounting Duties:**

- Managing daily financial transactions, bookkeeping, and ledger maintenance.
- Preparing invoices, reconciling accounts, and handling accounts payable/receivable.
- Assisting in financial reporting, budgeting, and cost analysis.
- Ensuring compliance with VAT regulations and assisting in tax filing.

#### **E-commerce Management:**

- Handling product listings, pricing, and promotions on Noon & Amazon.
- Optimizing product descriptions, images, and keywords for better visibility.
- Managing order processing, inventory updates, and customer queries.
- Monitoring sales performance and implementing strategies to boost online sales.

#### **Other Contributions:**

- Collaborating with suppliers and logistics partners for timely stock management.
- Conducting market research to analyze competitor pricing and trends.
- Assisting in business development strategies to increase bulk sales.

## **Skills**

### **Accounting Software Expertise**

- **Tally prime**
- **Quick Book's online (US version)**

### **Accounting and Financial Management:**

- Financial Reporting
- Account Reconciliation
- Financial Analysis
- Accounts Payable and Receivable

- General Ledger Management
- Basic knowledge of Accounting Software (Quick Books, Zoho Books, - self-study in progress)
- Internal Controls
- Data Analysis and Interpretation
- Bookkeeping
- Printing Card & Certificates using publisher.
- Computer H/W, S/W troubleshooting, installation
- Can develop entry level websites and mobile applications using (html, CSS, Java script, react native, bootstrap, C#)
- 35+ typing speed.

### **Education (Attested from Moffa UAE)**

- **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 Skills:**

- Diligence
- Critical Thinking Skills
- Communication and People 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

### **Language**

I can read, write, and speak these 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

