

Wajid Shakoor
Mobile No. +92-332-5391290
E-Mail:-wajidshakoor@gmail.com



Professional Objective:

A position in an organization where I can utilize and brush up my skills, ability, Knowledge and proficiency to achieve the organizational and personal goals.

Work Experience:

Experience in **United Arab Emirate 8 year (U.A.E).**

- Working as **Senior Accounts & Finance Officer From 20st May'2022** to Present,
Near Sawah Camp, G.T Road, Toyota Rawal Motor Building, Rawalpindi, Pakistan

Company:

Khalid & Khalid Builder – KKB – (Mount Khalid)

- Worked as **Accounts Officer** in **Islah Trust Of Pakistan, From 22nd February'2021 to 30th June'2021**,
Near Sawah Camp, G.T Road, Toyota Rawal Motor Building, Rawalpindi, Pakistan
- Worked as **General Accountant** in Tristar Engineering and Construction Company L.L.C.
From Nov'2011 to May'2017 (City Mussafah Abu Dhabi) **U.A.E.**
- **1-Year** Experience **Assistant Accountant & Computer Operator.**
From Jun'2007 to Jun'2008 (Lucky Machineries Importers & Stockiest) Pakistan.
- **6- Month** Experience **Assistant Accountant & Computer Operator.**
From Jul'2008 to Dec'2008 (Sara Enterprises & Builders and General Order Supplier) Pakistan.

Responsibilities:

- Reporting to Chief Financial Officer our all accounts related work like a Bank payment, Parties payment, petty Cash handle
- Prepare all company confidential letter and also Tender renew letter.
- Prepare quotation submissions for new materials.
- Assistance with record keeping and stocktaking.
- Collation of receipts and invoices.
- Bookkeeping and reconciliation of monthly accounts.
- Manage the accounts payables/receivables.
- Keep the all-creditors Invoice; D.N.O, S.R.V and L.P.O update record in excel sheet and file.
- Verify all creditor invoices with S.R.V, D.N.O and L.P.O.
- Contact with creditors and site office to manage the invoice with D.N.O, S.R.V and L.P.O.
- Manage the all-Vendor's ledger in accounting software up to date.
- Manage company Fixed Assets and calculated the Deprecation annually.
- Make the creditors Reconciliation.
- Prepare Balance Sheet & Income Statement.
- Prepare monthly timesheet all company employees.
- Prepare Payroll for staff.
- Manage the all-employees' Payroll and Bank Transfer letter in file.
- Manage the all leave and cancelled employees Cheque.
- Verify Leave and Cancelled employees Salary, Leave salary and Indemnity and report to the Finance Manage.

- Report to the CFO, H.R Manager at the end of the month all leave and cancelled employee's salary sheet.
- To the point and update, data all leave and cancelled employees post in excel.
- Make complete data all leave and cancelled employees project wise in excel sheet.
- Managing branch accounting.
- Managing huge amount of Cash Payments and Receipts during bank Transactions.
- Printing Cheque and Disbursements.
- Keep the all-hiring equipment record in excel sheet and filing separately.
- Prepare monthly all rental hiring equipment timesheet.
- Make the excel report at the end of the month all hiring equipment with verify time sheet and report to Finance Manager.
- Making petty cash vouchers and the handling petty cash.
- Verify the all petrol and water supply bill and make the summary on MS excel.
- Manage the overtime all leave and cancelled employees in excel sheet and properly file.
- Stationery Stock Report Maintain.
- Preparation of Vouchers.
- Verification of Bills Payable.
- Expense Voucher & Receipts.
- Know to handle digital photocopier machine and scanner.

➤ Worked as **Logistics, Imports & Accounts Officer** From 01st July'2021 to 30th April'2022, Near Sawah Camp, G.T Road, Toyota Rawal Motor Building, Rawalpindi, Pakistan.

(Group of Company)

- 1- Frontier Ceramics Limited – FCL
- 2- Khalid & Khalid Holding Pvt Limited – KKH
- 3- Rawal Industrial Equipment Pvt Limited – RIE

Responsibilities:

- Analyses import documentation for incoming shipments and ensure accuracy of documentation and verify compliance standard.
- Responsible to analyses customs duty exemptions and free trade agreements where necessary to reduce cost of imports.
- Manage day to day customs brokers operations and ensure performances are monitored targeting a lead and cost reductions.
- Deal with customs and local authorities for day-to-day operational issues.
- Responsible and accountable to ensure all imports duty tariff codes are correctly applied to all incoming shipments.
- Comply with customs requirements and manage customs duty costs to a minimal exposure.
- Manage day to day customs and Trade compliance issues and reports as per compliance stated.
- Coordinate with Import department and arrange payments for custom duties/levies, and other clearing and forwarding payments as per requirements.
- Establish new and maintain existing procedures necessary to remain in compliance with foreign country Customs legal requirements
- Plan and implement import strategy and activities consistent with overall aims and requirements of the organization.
- Material costing quarterly.
- Booking the containers.
- Follow up shipping invoices and payment.
- Bill of lading drafting Confirmation.
- Bill of lading approval Confirmation.
- Follow up container loading with vessel schedule.
- Follow up with shipping lines.
- Open the LC, Advance payment and Contractual document through Bank Al Habib, Pakistan.

- Keep LC open, Amendment, Retirement, Advance payment, Contract & customs documents in proper filing, maintenance, and retention.
- Preparation Pay Order, D.O Charges and Promissory Notes.
- Tracing the Shipments.
- Online checking the Custom Duty, Sales Tax, and Income Tax on Raw Materials.
- Using the **WEBOC** software for Imports the Materials
- Composing and Drafting.

- Worked as **Secretary/Document Controller and Accountant** in Taurus General Contracting Company L.L.C. **From 20th October'2019 to 8th January 2021.** (City Yas Island, Abu Dhabi) **U.A.E.**

Responsibilities: -

- Controlling Document flow as per Quality Management System.
- Maintaining all updated logs of documents.
- Preparation of documents as per senior professional staffs.
- Follow up of the prepared documents until get approval from client / consultant.
- Maintaining documents in Aconex Project management System.
- Preparation of finished Project Handing over documents.
- Composing all project related letters.
- Arrange the meeting and keep the record.
- Keeping the Minutes of Meeting proper record.
- Manage the accounts payables/receivables.
- Make the creditors Reconciliation.
- Maintain the NOC, ePermit and Authority Approval letters in file.

- Worked as **Receptionist and Billing Officer** in Islamic International Medical College Trust (IIMCT-Railway General Hospital, Rawalpindi, Pakistan) August 2008 to April 2011.

JOBS DESCRIPTION: -

- Assist Finance Manager regarding checking of indoor hospital activities.
- Provide assistant to Finance Manager regarding checking of all cash transactions at OPD/Billing counter.
- Preparing of patient bill.
- Maintaining patient cash balance.
- Maintaining patient lab test record.
- Receipt of daily OPD cash.
- To guide and deal the patient about the Hospital Procedures.
- To prepare daily consolidated summary in excel sheet.
- Prepare trace record of credit indent admission file.
- Maintaining the outpatient and inpatient record in (HIMS) Hospital Information and Management System in computer, Including private and panel billing
- Prepare and maintenance of admission files and documentation of Credit Indents, Bed Charges, Room Charges and other relevant billing and maintenance of current bed-wise position with respect to current balance status and enhancement for major violation from the advance amount.

Academic Qualification: -

1. **Degree (B.com)** from University of Punjab, Lahore Pakistan.
2. **H.S.S.C (I.com)** from FBISE, Islamabad Pakistan.
3. **S.S.C (Science)** from FBISE, Islamabad Pakistan.

Courses:

1. **Peachtree and Quick Book** Certificate.
(International Islamic University, Pakistan) NAVTEC.
2. **IT Advance** Certificate.
(Supertech Institute of Computer Science, Pakistan).

Computer Skills:

- Working experience in Microsoft Windows 98/2000/XP/VISTA/07 & MS Office all version.
- Intensive experience in Internet concepts utility and its usage.
- Email systems & Microsoft outlook.

SKILLS:-

- Good Interpersonal skills.
- Good customer service.
- Great team worker, diligent and honest.
- Efficient in use of time and resources.
- Qualified and friendly worker.

Personal Information: -

Date of Birth:	22 February 1986
Religion:	Islam
Nationality:	Pakistani
Documents:	Degree (Attested)
Languages:	English, Arabic Basic, Urdu, Punjabi
Driving License:	PAK/UAE (Manual LTV)-Valid - 2025

Hobbies/Interest: -

- My interests and activities include Learning new Tools and Technologies, Newspapers, Planning and revising strategies, Reading informative books, Travelling and Sport.