

WASEEM ARSHAD

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Rawalpindi.



OBJECTIVE

Seeking a position that leverages my educational background and interpersonal skills, while providing opportunities for increased responsibility and professional growth. Committed to approaching all assigned tasks with determination, persistence, and a results-driven mind-set.

EXPERIENCE

1. **7 years** of Experience in **Fauji Security Services Pvt Ltd** a project of Army Welfare Trust (AWT) as Accountant.

- Work done includes the following:
 - **Accounts Receivables:**
 - Recording & Managing Sales & Receipt Vouchers.
 - Preparation of Inventory Control Report.
 - Preparing Centralized Invoices of clients.
 - Aging of Receivables.
 - Preparing periodic reports for AWT/GHQ.
 - Assisting in Tax Matters.
 - Clients' reconciliation. A/R
 - Identifying Doubtful Debts
 - Provision for Bad Debts
 - Managing reports on SAP
 - **Accounts Payables:**
 - Payment Processing (Vendor, Rental, Utilities)
 - Posting Journal Entries in SAP.
 - Petty Cash Management.
 - Coordination with auditors wrt payable's.
 - GL Reconciliation.
 - Assisting in Monthly Profit & loss report
 - **Bank Reconciliation.**

TRAINING AND SEMINARS ATTENDED

- Diploma in Computer Software and Hardware.

COMPUTER SKILLS

- MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- Operating Systems (Windows 98, 2000, XP, Windows 7, 10,11)
- Technical/hardware
- SAP
- Financial Management System
- Mac OS X

EXTRA-CURRICULAR ACTIVITIES

- Net Surfing
- Watching movies
- Reading Technical Articles
- Making some technical gadgets.
- Keen interested in reading science articles.
- Traveling.
- Gaming.

EDUCATION

- ☐ **Master in Commerce (M. Com)** (2013-2015)
| Sargodha University
- ☐ **Bachelor of Commerce** (2011-2013)
| University of the Sargodha.
- ☐ **Intermediate in Computer Sciences** (2009-2011)
| Civil College of Commerce Rawalpindi

REFERENCES

References will be furnished upon request.
