

MUHAMMAD JAWAD SALEEM

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Gender: Male Date of birth: 10/06/2002 Address: ISLAMABAD Nationality: Pakistani

ABOUT MYSELF



Motivated and detail-oriented Chartered Management Accountant (CMA 17/18) finalist with practical experience in accounts payable, import finance, and international payments. Adept at managing vendor relationships, processing LC documentation, and reconciling foreign transactions. Strong analytical, documentation, and reporting skills with exposure to ERP systems and a focus on compliance and accuracy. I am self-driven and motivated finance student seeking a challenging position in a dynamic organization with the aim to contribute towards organizational success by performing consistently and effectively applying my skills in a professional motivating environment

WORK EXPERIENCE

Oil and Gas Development Company Limited

City: Islamabad | Country: Pakistan

[01/07/2024 – 30/06/2025]

Affiliate Financial Accountant



- Managed international vendor payments and SWIFT transactions, ensuring SBP compliance.
- Executed accounts payable activities including invoice matching, GRN verification, and payment processing.
- Prepared and reviewed LC documentation, working with banks and clearing agents. Maintained and reconciled foreign vendor ledgers and import-related financial records.
- Verified import invoices, purchase orders, and customs documentation.
- Supported audit processes and prepared financial reports for monthly closings

Fasih Naveed Khan & CO

City: Islamabad | Country: Pakistan

[01/07/2023 – 30/06/2024]

Management Trainee Officer

- Utilized QuickBooks and Xero software to maintain and update financial records of clients.
- Assisted in daily bookkeeping tasks, ensuring accurate recording of financial transactions.
- Performed bank and account reconciliations to ensure financial data accuracy.
- Categorization and organization of financial data of clients using accounting software's.
- Supported the preparation of financial statements and reports.
- Assisted in tracking expenses and analyzing financial data for accuracy.
- Communicated with internal teams and clients to resolve discrepancies and clarify financial matters.

SKILLS

QuickBooks | Microsoft Excel | Microsoft Office | Microsoft Word | Analytical Skills | Problem Solving | Multi-tasking | Teamwork | SAP |

EDUCATION AND TRAINING

[2021 – Current]

CMA Finalist

Institute Of Cost & Management Accountant (ICMAP)

www.icmainternational.com

City: Islamabad | **Country:** Pakistan |

[2023–Current]

B.COM (ADC)

Allama Iqbal Open University (AIU)

www.aiou.edu.pk

City: Islamabad | **Country:** Pakistan |

[2018 – 2020]

INTERMEDIATE IN PRE - ENG

Board of Intermediate and Secondary Education Gujranwalla

City: Sarai Alamgir | **Country:** Pakistan |

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 **READING** C2 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

PROFESSIONAL CERTIFICATES

Certificates

Awarded Certificate of Appreciation in an Industrial visit. Awarded with Shield in Matric for securing 100% marks in Mathematics | Certificate for Course of Strategic Management | Certificate for Event Management at institute level | Islamabad, Pakistan

REFERENCES

Will be provided on demand