

# Wajahat Ul Sami

Mobile: 0321-8122717~Email id: wajahat0321@gmail.com

**A motivated Finance Professional with excellent educational background and progressive experience in directing financial operations across accounting and finance field. Aspiring to pursue career opportunities in the accounting and finance field within a high-profile organization that appreciates loyalty.**

## PROFILE SNAPSHOT

**Functional Skills:** Transaction Processing|Financial Statements| Bookkeeping Skills| Strategic Analysis| Account Reconciliation| Journal Entries Accruals| Payroll Management| Microsoft Office| Excellent Communication| General Ledger| Inventory Management | Cash Management | Customer Service | Budgeting& Forecasting| Fixed Assets Control|Managing accounts & Inventory on ERP|

- ✦ Dynamic and results-oriented accounting and finance professional with 3.5 years' experience of business financial statements, forecasting/budgeting, revenues, operating expenses, and financial modeling.
- ✦ Possess the ability to collaborate with financial professionals across dynamic organizations, share progress/best practices, report financial and operational activities, interpret financial information, and identify methods for revenue/operational improvement to exceed objectives.
- ✦ An experienced problem-solver with comprehensive coordinating skills, and expediting all accounting and finance functions from planning, development, and metrics to full team leadership and team building.
- ✦ Proactive attitude, ability to work independently, and a desire to continuously learn new skills and technologies; exceptional analytical and problem-solving skills, calm and composed in dealing with and resolving conflicting.
- ✦ Demonstrate professionalism, tenacity, thoroughness, and dedication, with solid work ethic and friendly demeanor in executing professional responsibilities.

## EXPERIENCE

### Millennium Mall Pvt Ltd Quetta

Jun'18-April-25

#### Finance Manager

- ⇒ Formulate financial reports, including annual budget execution reports, quarterly financial statements for program and operational budgets with the compendium of policies & procedures of the organization.
- ⇒ Manage budget process, collect inputs, and compare company's actual performance with estimates. Liaise with senior management to discuss accounting and financial issues and present reports in board meetings.
- ⇒ Plan, develop, and implement changes to finance and accounting systems, which supported the overall, mission and take advantage of advances in productivity and efficiency.
- ⇒ Successfully deliver accurate and timely financial payments and disbursements reports to facilitate the decision-making process and ensure success of the corporation.
- ⇒ Actively participate in generating quarterly financial reporting for external audit purposes by consolidating financial reporting from all divisions for management review.
- ⇒ Coordinate with the management and employees to prepare payroll and distribute salaries to officers and workers.

### Habib Oil Mills

Feb 2016-Till Feb 2018

#### Ware House Incharge-Quetta

- ⇒ To plan & manage warehouse the warehouse with company's policies and vision.
- ⇒ Responsible for the inventory control, stock taking report, and to generate sales order ADR, MTO, MTI.
- ⇒ Preparing Budgets, allocating and administering and utilizing the efficient space for the storage.

## Help Organization

Aug 2015-Till Jan 2016

### Admin and Accounts Officer

- ⇒ Managing company assets and financial expenditures, preparing financial reports such as invoices, payments and receivable details, tax filing and monthly financial reporting.
- ⇒ Maintaining files on account receivables and updating payment records as required.
- ⇒ Managing the flow of petty cash by recording all cash flow transactions.

## Silk Bank

Sept 2014-Till April 2015

### Sales Executive

- ⇒ Responsible to achieve monthly deposit targets and opening new accounts
- ⇒ Cross-Sell, generate lead and refer to related departments /divisions
- ⇒ To plan and assess customers need and to keep updated knowledge of all banking products and compliance.
- ⇒ To render highest level of services and to resolve the clients' problems amicably.
- ⇒ To keep the track record of the sales calls/visits and to report to the senior on daily basis

## SAFA Advertising

Jan 2009-Till Nov 2010

### Accounts Officer

- ⇒ To monitor and process accounts payable and receivable
- ⇒ To utilize database software to organize financial reports.
- ⇒ To make regular contact with the clients to ensure payment
- ⇒ To prepare and monitor the incoming and outgoing invoices
- ⇒ To Generate Financial reports on weekly and Monthly basis for management review
- ⇒ Preparation and disbursement of salaries and arranging financial audits and reviews as required
- ⇒ To prepare budgets and monthly P/L statements to be presented to the management for review
- ⇒ To manager and oversee accounts department to manage smooth and efficient operations

## Hassan and Company

Jan 2007-Till Dec 2008

### Audit Officer

- ⇒ Preparation & Filling of income tax/sales tax returns
- ⇒ Voucher keeping, maintenance of books of Accounts.
- ⇒ Preparation of financial statements of the clients for the income tax/sales tax purpose.
- ⇒ Audit the commercial, non-commercial organizations of the client.

## ACADEMIC

**Bachelor of Laws (LLB)** University of Baluchistan

**Master's in Business Administration** Hajvery University, Lahore

**Bachelor of Commerce** University of Balochistan

**Fsc Pre-Medical** Govt Science College Quetta

**Matriculation** Helper's Public School Quetta

## PERSONAL DETAILS

**Date of Birth:** 3rd Nov, 1986 | **Languages Known:** Urdu & English  
**Address:** House No. 145, Street No. 42, Phase – II, Margalla Town, Islamabad.