**JAWAD WASEEM**

**ACCA - Professional Resume**

**CURRENT LOCATION:** Johar Town, Lahore.

**CONTACT:** Cell: **+92-301-4254052**

Email: [**i.mjawad@yahoo.com**](mailto:i.mjawad@yahoo.com)

Skype: **jawadsaleem86**

**CAREER OBJECTIVE:** To work for an organization where, I can endow my professional qualification as well as Practical Experience and to work on a meaningful position that enables and allows for the advancement by making a value-added contribution to the firm and a wide range of practical exposure.

**CAREER PROFILE/SKILLS:**

**SKILLS & EXPERTISE**

Financial Reporting MS-Office(Word, Excel, PowerPoint, Outlook)

Accounting Packages (SAP-S4Hana/B1, Oracle, QuickBooks, ERP) Accounting & Auditing Standards (IAS, ISA, IFRS)

Invoicing, Payments, Reimbursements processing Accounts Payable, Receivable

Reconciliation (Cash, Bank, Inter-company, AP, AR) DDT, DLTL, CAPEX, Insurance

WPPF Audit, Statutory Audit Great work ethics and neat appearance

Attention to detail Team player, friendly, can do approach

**PROFESSIONAL WORK EXPERIENCE:**

**Organization : Asiatics Group**

Location: Qaid-e-Azam Industrial Estate, Lahore

Organization Type: Textile

Tenure: Jan 2020 - Present

Designation: Senior Finance and Accounts Executive

Brief Job Description **:**

* Directly reporting to Directors, maintaining all accounting records and preparing detail for financial reporting.
* Payments plan setting on weekly basis, presenting and discussing with directors.
* Assist with audit of financial statements and income tax return filling.
* Management of cash,petty cash payments, daily cash reconciliation preparation.
* Managing all accounting transaction using accounting software **SAP – B1**.
* Payroll management, preparing salary sheets and salary disbursement.
* Maintaining all database for Sales tax return submission.
* Compute tax on payments, salaries and preparing PSID, submission of taxes, and submission of withholding tax statements.
* Accounts payable reconciliation, payable management.

**Organization : Sarena Textile Industries (Pvt.) Ltd.**

Location: Sheikhupura Road, Lahore

Organization Type: Textile

Tenure: Sep 2017 – Nov 2019

Designation: Accounts Executive

Brief Job Description **:**

* Assisting for conducting and providing details for statutory audit and also assisting in conducting WPPF Audit.
* Insurance of fixed assets, stocks, health, fidelity, cash administrating & processing payments of premiums on time,booking insurance invoices using accounting software **SAP-S4 HANA.**
* Prepare schedules of prepaid insurance expenses to amortize on monthly basis, and preparing details for renewal of policies every year.
* Issuing SPOs to customers and getting feedbacks, resolving discrepancies, reporting to seniors.
* Assisting in u/s 161 audit, preparing details and compiling data.
* Maintaining reports over FE-25, Export Gain/(Loss)
  + - * + CAPEX reporting and in detail administrating by creating internal order in SAP and knocking off.
* DDT, DLTL, Export Rebate reporting and updating cases submitted, reconciliations.
* Keeping DDT receipts update and reporting in detail by knocking off/ reconciliation with respective cases/invoices/e forms.

**Organization : Life Optics**

Location: Dubai, U.A.E

Organization Type: Retail

Tenure: May 2017 –Aug 2017

Designation: Accountant

Brief Job Description **:**

* + - * + Keeping up to date of all type of general ledger entries and ensure their appropriate impacts on the financial statements.
* Reconciling the AP and AR accounts and bank & cash accounts.
* Receiving the shipments from the consignor based in ‘Kuwait’ and updating the stock records, preparing shipping notes and delivery notes, invoices.
* Taking sales orders to deliver items in all region of ‘U.A.E’.
* Preparing stock reports for the senior accountant and business owner.
* Collecting cash and maintaining receipts from the customers and reporting to the consignor and the company management.

**Organization : Waqar Trading Company (S. Group)**

Location: Lahore, Pakistan

Organization Type: Logistics Services

Tenure: April 2015– Aug 2016

Designation: Assistant Manager Finance

Brief Job Description**:**

* Year-end, monthly closings and preparation of financial statements (balance sheet, profit and loss, cash flow).
* All type of accounting entries and ensure their appropriate impacts on the financial statements, maintaining assets register.
* Invoicing, issuing debit notes and chasing payments recovery.
* Administer & reconciling accounts receivable and accounts payable.
* Preparing suppliers payment, processing and disbursement.
* Prepare bank & cash (petty cash) entries and reconciliations.
* Withheld and preparing details to submit taxes on salaries and suppliers.

**Organization : HAC (Chartered Accountants)**

Location: Lahore, Pakistan

Organization Type: Auditing/Accounting Services

Tenure: Sept 2013 - March 2014

Designation: Audit Officer

Brief Job Description **:**

* + - * + Collecting and analyzing data during a cost audit and reports to the management.
* Conduct annual audit of financial statements to detect and report the any deficiencies and discrepancies or misstatements and non-compliance with seniors.
* Conduct a comprehensive provident funds audit, performed confirmation, recalculation, reconciliation, inspection, vouching audit procedures. Discussed with management the outcomes from findings.
* Carried out physical verification of assets.

**Organization : Sharif Milk Products (Pvt.) Ltd. (Sharif Group)**

Location: Lahore, Pakistan

Organization Type: FMCG

Tenure: Sept 2011 - Oct 2012

Designation: Accounts Officer

Brief Job Description **:**

Preparing general ledger entries using accounting software.

Preparing bank reconciliation and funds position on daily basis.

Preparing suppliers payment and disbursement.

Cash, bank, inter-company reconciliations.

Withheld and payment of tax on salaries and suppliers.

**Internship/Trainee Experience:**

**Organization : Sheikh & Chaudhry (Chartered Accountants)**

Location: Lahore, Pakistan

Organization Type Auditing/Accounting Services

Tenure Aug 2010 – Oct 2010

Designation: Audit Trainee

Achievements/Job Description:

Worked as a part of audit team for stock taking of different companies.

* Preparing the banks reconciliation statements.
* Being part of audit team verifying the details attached with vouchers.
* Joined the internal audit and worked on a report preparation for audit senior.

**PROFESSIONAL EDUCATION:**

**CERTIFICATION/DEGREE INSTITUTION/EXAMINING BODY COMPLETION YEAR**

ACCA Association of Certified Chartered Accountants 2013

B. Com University of the Punjab 2008

**CERTIFICATION INSTITUTION COMPLETION YEAR**

QuickBooks (continue) Digiskills 2019

Graphics designing Peak Solutions 2003

**LANGUAGES:**

* English Intermediate [ Good communication skill]
* Urdu Native

**PERSONAL INFORMATION:**

Father’s Name : Mohammad Saleem

DOB : 14 - 12 - 1986

**REFERENCE:**

Reference will be furnished on demand.