

ABDUL WAHAB

SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

EXPERIENCE

Accounts Officer, 07/2022 - Current

Dragon City W.L.L. - Al Muharraq, Bahrain

- Handled accounts payable and receivable operations for business with approximatly BHD 10 million in yearly revenue.
- Maintained current and accurate general ledger with all accounting data in audit-ready format.
- Collaborated with accounting associates to improve reconciliation processes.
- Developed actionable improvements for existing processes and presented to management.
- Helped prepare and administer yearly budgets for overall operations and individual departments.
- Received and recorded cash, checks and transfers.
- Reconciled computer reports with manually maintained ledgers.
- Calculated and produced checks for utilities, taxes and other operational payments.
- Reconciled or entered report discrepancies found in financial records.

Accounts Officer - Finance, 10/2019 - 05/2022

Mindbridge PVT Limited - Lahore, Pakistan

- Deposited vendor payments and adjusted accounts to reflect changing balances.
 - Prepared P&L reports and financial statements for review by management.
 - Collaborated with accounting associates to improve reconciliation processes.
 - Oversaw accounting needs and maintained all books for accounts.
 - Maintained current and accurate general ledger with all accounting data in audit-ready format.
 - Improved year-end inventory audit process to increase accuracy.
 - Developed actionable improvements for existing processes and presented to management.
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CONTACT

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SKILLS

- Billing and Invoicing
- Accounts Receivable and Payable
- General Ledger Entry
- Internal Auditing
- Account Reconciliation
- Bookkeeping
- Quickbooks
- Financial Recordkeeping
- Accounts Payable
- Cash Management
- Data Entry
- Payment Calculation
- Bill Payment and Recordkeeping
- Accounts Receivable
- ERP Software
- Financial Closing Reports
- Vendor Record Management
- GAAP Principles
- Microsoft Office
- Analytical Reasoning
- Data Analysis
- CRM Tracking
- Invoicing and Billing

EDUCATION AND TRAINING

MBA, Accounting And Finance, 02/2021

Institute of Business Management, UET - Lahore, Pakistan

BBA, Banking And Financial Support Services, 05/2019

University of Punjab - Lahore, Pakistan

LANGUAGES

Urdu: First Language

English:

C1

Advanced

Hindi:

B2

Upper Intermediate

Punjabi:

C1

Advanced