

Resume

Waseem Akram

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Objective

To acquire a suitable position as a result oriented and fast-growing company, which is looking for ambitious and career conscious person, where acquired skills be utilized for the development of the Company.

Work Experience:

Working as a GENERAL ACCOUNTANT in URGENT CARE MEDICAL CENTER from Nov 2017 to till present

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups.
- Prepares payments by verifying documentation and requesting disbursements.
- Preparing monthly cash forecast by analyzing documents and current financial position.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Preparing VAT filling as per the requirement under the assistance of VAT Specialist(out sourced).

Other Activates in Urgent Care Medical Center

- Above all I am also handling purchase department of current for the time being. Which increase my Knowledge for quotations purpose and purchase method on Cash and Credit basis.
- Recently successfully apply for Tamkeen Business Continuity support program and succeeded.
- Tamkeen Application for business support program.
- All LMRA work other than New visa application, like visa renewal, visa cancelation, monthly fees.
- Social Insurance Organization (SIO) work, adding or kicking out staff, salary registration, monthly payments.
- Tamkeen for Bahraini Support, like applying/registration for wages support program, applying for monthly payments, applying for increase or decrease in support as per salary increase.
- Bahrain Chamber of Commerce and Industry for CR Renewal.
- Since start of my Job I'm also working as Purchase manager for my company.

Working as an ACCOUNTS MANAGER in HABIB MANZOOR RENT A CAR LLC from Dec 2015 to till Dec 2016

- Ensuring the smooth and adequate flow of accounts information within the company to facilitate other business operations.
- Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, check runs, fixed asset activity, debt activity etc

- Monitoring inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Monitor costs and expenses to assist in budget preparation.
- Organize and supervise other office activities (recycling, renovations, events planning etc.)
- Ensure operations adhere to policies and regulations.
- Keep abreast with all organizational changes and business developments.
- Handling all the visa and legal activates of the company (Immigration, Economic and Labor Departments)

Working as an office assistant accounts in Diamond Choice Group of companies from Sep 2014 to till March 2015

- Maintain Accounts Books (Journal, Ledger & Cash)
- Data Entries / Posting of All Transaction in Computer
- Preparing Invoices, Payment and delivery notes
- Making journal entries
- Following up the accounts receivables
- Handling company employees record for visa purpose
- Preparing daily report of employees

Worked as an Assistant Finance Manager in Leather Village Sialkot Pakistan from Sep 2011 to March 2013

Major Responsibilities:

- Maintain Accounts Books (Journal, Ledger & Cash)
- Data Entries / Posting of All Transaction in Computer
- Handling all Sorts of Banking Matter
- Assisting the controller in the direction of the accounting functions of an organization
- Assisting him in ensuring timeliness and accuracy of the financial statements.
- Preparation of budgets and financial reports and overseeing their evaluation.
- Daily Management Information Report (DMIR) to the Senior Manager

Internship as an Assistant Finance & Accounts Officer from Awanza Surgident Industry Sialkot Pakistan from May 2010 to August 2011

Education

Master in Business Administration (MBA 3.5 years Program) Department of Finance, Virtual University Pakistan, 2015 (Equivalent to M.Phil as Per Pakistani Higher Education Commission)
Got 3.03 CGPA out of 4.0 Scale

Bachelor Of Arts (BA) University of the Punjab, – Pakistan:
Got 2nd Division

Diploma In Business Administration (DBA) Allama Iqbal Polytechnic Institute, Sialkot – Pakistan:
Got 1st Division

Diploma / Certificate in Information Technology (6 Months) Trigon Engineers & Computer Institute, Sialkot-Pakistan.

Certificate of ADVANCE BAHRAIN VAT TRAINING SCESSION Fiscal Tax & Accounting Consultancy S.P.C Tubli, Bahrain

Computer Skills & Ability

- **QuickBooks** experience more than a two years relating all kind of transactions
- Expert in MS-Office (Word, Excel, Power Point, Outlook etc.)
- Attended many VAT workshops for VAT Knowledge (Have sufficient Knowledge)
- Strong knowledge in Computer and willing to learn different programs.
- Has good knowledge of installation Software and Hardware.
- Accept Co-operative and the advices of Director.
- Self-motivated and inspiring leader.

- Hard working, Accept Challenging, work under pressure and able to work in a team.
- Capability in dealing with different people.
- Has an excellent interactive and public relations skill.
- Can learn in a Minimal Supervision.
- Very fluent in English Speaking Writing and reading
- Im very good in computers and learnings, which make to quickly learns any software related to my filed.

Languages Known

- English (Very Fluent), Hindi(Can speak fluently), Urdu(Pak National Language), Punjabi(Native Language)

Driving License

- Valid Bahrain Driving License (Private) issued on 15-01-2018

Personal Detail

Name	:	Waseem Akram
Date of Birth	:	29-Jun-1987
Gender	:	Male
Marital Status	:	Married
Passport #	:	AM1325153
Passport Expiry Date	:	23-May-2022

Reference

Will be furnished upon request.
