**Chaudhry Muhammad Waseem**

10 Delmar Rd, Jersey City, NJ 07305 ●Cell (201-850-2041)● Email: txwasi@gmail.com

**SUMMARY**

A highly motivated, focused and results oriented Accounts professional with immense experience in taxation, audit, and payroll. A team player and leader with excellent communication, analytical and time management skills. A certified Cost and Management Accountant of Pakistan (ICMAP) and CPA from USA with over 15 years of experience in various areas of Accounting.

**Areas of expertise:**

|  |  |
| --- | --- |
| • Tax Preparation (corporate and individual)• Payroll Management (Hotel, IT, Pharma industry; Non-profit organizations) • Bank Reconciliations* Book-keeping (P&L reports, Balance Sheets, GL etc.)
* Tax Audits
* Gross to Net Working of Actual and estimate for pharma industry, Rebate validation, AMP calculation and AR reconciliation.
 | * Software:
* QuickBooks
* Peach Tree Accounting
* Oracle ERP solutions
* Pro-series
* Taxact
* MS-Excel, MS-Word
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**EDUCATION**

* CPA - 2017
* Associate of Cost and Management Accountants, Institute of Cost and Management Accountants of Pakistan (ICMAP), 1999

 • Bachelor’s Degree in Commerce, (B.Com) University of The Punjab, Pakistan

**PROFESSIONAL EXPERIENCE**

* **Senior Accounts Executive 2013 – present**

**RAM Associates** (CPA), Hamilton NJ

 Certified Public Firm

* Managed Audit of Various companies (For profit, non-profit, large and small scale)

• Preparing and filing Individual and Corporate taxes

• Projection & Budgets

* Payroll Management (Hotel, IT, Pharma industry)

• Financials

* **Tax Preparer Feb 2013-Nov 2013**

**Books N Payroll**, Vineland, NJ

Tax Preparation Firm

• Preparing and filing Individual taxes

* **Finance Manager** **2010 - 2012**

 **Zamindara Paper & Board Mills Ltd. Pakistan**

* **Self Employed**  **2003 - 2010**

 **Private School (LIMS) Lords Institute of Management Sciences. Pakistan**

* **Accounts Manager** **1999 – 2002**

 **Techno Glass Industries Pvt Ltd. Pakistan**

* **Assistant Accounts Manager** **1996 – 1999**

 **Muhammad Akram & company (Chartered Accountants). Pakistan**

**OTHER INTERESTS**

 Teaching

**REFERENCES**

Available upon request.