

# RESUME

## WASEEM ASLAM

### SAUDI ARABIA

GTI

Al- Jubail Kingdom of Saudi Arabia

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### PAKISTAN

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<b>Personal Information</b>	Fathers Name : Raja Mohammed Aslam Religion : Islam Date of Birth : November 15 <sup>th</sup> , 1990 Nationality : Pakistani Marital Status : Single Visa Type : Transferable Passport Number : PP1800901 Driving License : Saudi (Valid)
<b>OBJECTIVE</b>	To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.
<b>Educational Background</b>	<ul style="list-style-type: none"><li>❖ Bachelor of Commerce (B. Com). With 1<sup>st</sup> Division in 2011 (University of Punjab)</li><li>❖ Diploma in Commerce (D. Com). with 1<sup>st</sup> Division in 2009 (TEVTA Lahore)</li><li>❖ Matriculation (Science) with 1<sup>st</sup> Division in 2007 (BISE Rawalpindi)</li><li>❖ Advance Diploma in Computer Applications (Lyceum IECS)</li><li>❖ MS Office Certified Course 6 months (Lyceum IECS)</li></ul>
<b>Professional Skill</b>	<b><u>PACKAGES DONE(LYCEUM IECS)</u></b> <ul style="list-style-type: none"><li>❖ MS WORD. [Advance]</li><li>❖ EXCEL. [Advance]</li><li>❖ POWERPIONT</li></ul> <b><u>ACCOUNTING SOFTWARE</u></b> <ul style="list-style-type: none"><li>❖ ERP Solution <b>DMIS</b> (Parts, Sale, After sale, warranty, Insurance and Accounts module) Developed by PAK SUZUKI MOTOR CO LTD</li><li>❖ Quick book , ERP Solution developed by Attique &amp; co</li><li>❖ ERP Solution "Focus" &amp; "Transparent"</li><li>❖ Oracle Base Accounting Software.</li><li>❖ Accounting Software "SMACC"</li></ul>
<b>PAST EXPERIENCE</b>	<b><u>Gulf-Tech Indst Services (GTI) - Jubail, Kingdom of Saudi Arabia (July 08, 2017 till to date)</u></b> <b><u>( Accountant)</u></b> I am serving to Accounts & Finance department in the capacity of an Accountant from <b>July 08, 2017</b> with the following responsibilities: <ul style="list-style-type: none"><li>➤ Handling Account Receivables &amp; Reconciliations.</li></ul>

**PAST EXPERIENCE**

- Handling Accounts Payables and process their payments
- Computerized their Payroll [150 Employee] and disburse their salary by cash or by bank.
- Invoicing of Rental Equipment, Manpower & Transport division.
- Maintenance & Reconciliation of Banks.
- Handling of End of Service benefits and vacation pay of the employees.
- Final closing and reporting to GFM, GM, MD.
- VAT reports (VAT Register) preparation and return file.

**Factory Abdulla B. Al Khalifa & Partners Co. Ltd- Jubail,  
Kingdom of Saudi Arabia (June 2015 till May 2017)**

**( Accountant)**

I served to Accounts & Finance department in the capacity of an Accountant during the period of **June 18, 2015 to May 4, 2017** with the following responsibilities:

- Ensured the integrity of accounting information by recording, verifying, consolidating and entering transactions.
- Analyzed revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis.
- Maintained customer confidence and protects operations by keeping financial information confidential.
- Prepared payments by verifying documentation and requesting disbursements.
- Produced payroll (1000 plus employees) by initiating computer processing and paid to employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Maintained employee confidence and protects payroll operations by keeping information confidential.
- Summarized financial status by collecting information, preparing balance sheet, profit and loss and other statements.
- Prepared monthly account reconciliations.
- Maintain records of assets, liabilities, profit and loss or other financial activities within an organization.
- Secured financial information by completing database backups.
- Generate and interpret financial records and statements for management.
- Assist in documentation and monitoring of internal controls.
- Assist in internal and annual external audit.
- Prepare employees vacation pay, service award and other benefits as per Saudi labour law.

**Suzuki Raiwind Motors Lahore Pakistan (2012-2015)**

**(Accountant)**

Worked at Suzuki Raiwind Motors – 7s Authorized Dealership of Pak Suzuki Motors Co., Ltd as Accountant during the period **April 2, 2012 to March 22, 2015**. and gained experience as accountant with the following duties:

- Account Receivable
- Accounts Payables and process their payments
- Computerized their Payroll [150 Employee] and disburse their salary by cash or by bank.
- Inventory Audit [Spare Parts, Vehicles]
- Maintenance & Reconciliation of Banks.
- Cash handling from different operations.(Cash from Sales of New Car, Suzuki Certified Car, After Sales Services & Petty Cash)
- Final Statements (Profit & Loss Account, Balance Sheet & other Statements).

<b>PAST EXPERIENCE</b>	<p><b><u>Gna Associates., (Petrol, CNG Pump &amp; 24 Seven Departmental Store)</u></b>  <b><u>Johar Town Lahore Pakistan (2011-2012)</u></b>  <b><u>(Assistant Accounts Manager)</u></b></p> <p>Worked at Gna Associates as Assistant Accounts Manager from <b>October 5, 2011 to March 31, 2012</b> with the following responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Petrol Diesel Purchasing.</li> <li>➤ Handling CNG matters.</li> <li>➤ Store Purchasing.</li> <li>➤ Internal Audit [Inventory of Petrol Diesel and Store items.]</li> <li>➤ Admin of Petrol / CNG Pump.</li> <li>➤ Cash &amp; Bank Handling.</li> <li>➤ Reconciliation of Bank Statements.</li> <li>➤ Prepares payments by verifying documentation</li> </ul>
	<p><b><u>Cashier (Part time): (Punjab Sweets and Departmental Store)</u></b>  <b><u>Jhelum Pakistan (2010-2011)</u></b>  <b><u>Cashier</u></b></p> <p>Worked as <b>Cashier</b> at Punjab Sweets and Departmental Store. From February 2010 To May 2011 with the following responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Cash Receipts and Payments.</li> <li>➤ Bank Receipts and Payments.</li> <li>➤ Bank Reconciliation.</li> <li>➤ Vendor Ledger Maintaining.</li> </ul>
	<p><b><u>National Bank Of Pakistan (June 2009 - September 2009)</u></b>  <b><u>Internship</u></b></p> <p>Worked as <b>Internee</b> at National Bank Of Pakistan (Dhari Arriana Branch) from June 2009 To September 2009 with the following responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Dealing with cash, cheques, pensions, EOBI.</li> <li>➤ Final Closing of Fiscal Year with Bank Staff.</li> <li>➤ Opening Bank Accounts of new Customers.</li> <li>➤ Issuing of Cheque Books.</li> <li>➤ Gained Knowledge about Western Union and other foreign remittances.</li> <li>➤ Utilities Bills Receiving and Scrolls maintain.</li> <li>➤ Issuing of Pay Orders.</li> </ul>
<b>HOBBIES</b>	Swimming, Traveling, Cricket, Readings about current affairs, Internet Browsing.
<b>Reference</b>	Reference will be provided on demand.

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(I, the undersigned, certify that the statements made by me herein are complete and true to the best of my knowledge and belief)

**Waseem Aslam**