

WAQAS ABDUL RAHIM

1042/2 Azizabad, Karachi

Phone 0304-2869735

Email: Waqasmehnda@yahoo.com

OBJECTIVE

Enthusiastically seeking place in Accounts Department with established organization to make an effective contribution in the field of Accountancy where I can utilize my abilities and skills according to my qualification and potential gifted by ALLAH.

EXPERIENCE

Organization: JB Industries

Organization Type: Textile Industry

Designation: Accounts & Taxation Officer

Report To Management

Tenure: July-2020

Major Job Responsibilities as a Taxation Officer:

- Check the notice of all family member and company's twice a week.
- To ensure timely response of notices from tax authorities.
- Preparation wealth statement and calculate income
- Submission of annual tax returns as per law on timely basis
- Submission of application to get exemption.
- Submission of application of refund.
- Submission of WHT Challan.
- Submission With holding Statement Quarterly.
- Submission of application of date extension

Job Responsibilities as an Account Officer:

- ✓ Entry daily expense vouchers in software
- ✓ Prepare profit & loss sheet according to closed orders.
- ✓ Reconcile accrued account while prepare cost of sale.
- ✓ Reconcile the orders & booked cost of sale at the end of fiscal year
- ✓ Check all expense accounts and Reconcile Monthly Basis
- ✓ Prepare monthly Factory overhead sheet.
- ✓ Prepare salary comparison sheet strength and amount wise.
- ✓ Division wise loan ledger reconcile.
- ✓ Make Cash Flow Statement twice in a year
- ✓ Make Balance sheet twice in a Year.
- ✓ Make Profit and loss statement twice in a year.
- ✓ Check closing stock twice in a year.
- ✓ Received export payment, Record and calculate profit and loss amount.
- ✓ Receive customer payment and reconcile the ledger and send to customer
- ✓ Arrange cash for advance and salary distribute for staff and workers.
- ✓ Daily check trial balance if trial balance is out, reconcile it further.
- ✓ Prepare Sale invoice in excel according to gate pass & packing list and post to ERP.
- ✓ Bank Reconciliation twice a month.
- ✓ Prepare order costing sheet in excel format when the orders are closed and forward the file for approval.

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- ✓ Follow up for weekly shipment.

Organization: Maryam Embroidery

Organization Type: Manufacturer Computerized Embroidered Suits

Designation: Accounts and Marketing

Tenure: Sep-2016-July20

Job Responsibilities as an Account Officer

- ✓ Prepare salary sheet at the end of every month.
- ✓ Distribute salary to staff at the end of the month.
- ✓ Prepare commission report at the end of every month.
- ✓ Prepare petty cash book for day-to-day expenses
- ✓ Prepare production sheet at the end of every month.
- ✓ Prepare attendance sheet at the end of every month.
- ✓ Maintain accounts payable and accounts receivable record.
- ✓ Purchase materials for manufacturing process like thread, machines parts etc.
- ✓ Payment collects from parties.
- ✓ Marketing:
- ✓ Sampling.
- ✓ Prepare design rates
- ✓ Passed design for production with the concerns of parties

Organization: Zam Zam Medicos

Organization Type: Wholesale and retail Medical Store

Designation: Data Entry operator

Tenure: June-2014-Sep-2016

Job Responsibilities As a Data Entry Operator

- ✓ Make Party Order56
- ✓ Data Entry
- ✓ Sales man
- ✓ Check Bills
- ✓ Prepare Party Order Bills

EDUCATION

ACCA, Associate of certificate of Chartered Accountant (In Progress)

Graduation, University of Karachi (In Progress)

Intermediate, Sir Adamjee Institute, 2017

Matriculation, Alam Academy, 2015

COMPUTER SKILL

- ✓ Microsoft Excel Currently Using
- ✓ G-Tech Currently Using
- ✓ ERP Currently Using

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PERSONEL DETAILS

- ✓ Father Name: Abdul Rahim
- ✓ Date Of Birth: 24-08-1999
- ✓ CNIC No: 42101-80595609
- ✓ Marital Status: Single
- ✓ Religion: Islam
- ✓ Nationality: Pakistan