**ACCA Finalist**

**Curriculum Vitae**

**PERSONAL PROFILE*:***

*Waleed Abbas Anjum*

***Father’sName:***

*Ghulam Abbas*

**Date of Birth:** *29th April, 1992*

**Marital Status:** *Single*

**Religion:** *Islam*

**Postal Address:**

*DhokeDandi, Post Office, Padshahan, Tehsil& District Chakwal*.

**Contact**: +92-331-5679499 **E-mail:** [waleed.anjum@live.com](mailto:waleed.anjum@live.com)

***WALEED ABBAS ANJUM***

* ***OBJECTIVE***

*Work under the challenging environment and to become a part of an organization where I can implement my knowledge and explore my skills and abilities.*

**Professional Qualifications**

**ACCA-*Finalist (13 completed out of 14)* 2015**

Institute of Business Leadership-Islamabad

**Certified Accounting Technician (CAT) 2009-2010**

School of Business Management **(SBM)-**Islamabad

**Academic Qualifications**

**I-Com 2011-2012**

Federal Board of Intermediate and Secondary Education Islamabad

**Professional Experience**

**OMER ADIL & CO – Chartered Accountants**

**Works as an Audit and Accounts Trainee,**

***16th Feb. 2015 to date***

**Major Responsibilities**

* As a key member of team I perform resiliently and flexibly to achieve assigned objectives
* Responsible for assisting in completing audit process from Planning to Completion stage
* Identifide accounting and auditing issues by applying audit procedures and performe research to solve issues that arise
* Advising clients on their Internal Control Systems and Risk Areas by preparing latters on control weaknesses/deficiencies.
* Help and assist informatting, filing, referencing and dispatching of working papers
* Participation in finalization of audits and its reports
* Participation in Review of Audits for purpose of Quality Control

**Clients**

(Statutory/Annual Audits)

* CNPC Chaunqing Drilling Engineering Company (CCDC) Limited-

Pakistan Branch

* Hydrolink Engineering Equipment Company Private Limited.
* Semiotics Consultants Private Limited
* Teamsun Technology Pakistan Private Limited
* Centre for Peace and Development Initiatives (CPDI)

(Review of Audits (files) for Quality Control Purpose)

* Sinopec International Petroleum Service Corporation – Pakistan Branch
* Teamsun Technology Pakistan Private Limited
* Renewable Resources Private Limited

(Physical Count)

* Foundation Open Society Institute (FOSI) – Pakistan Office
* Teamsun Technology Pakistan Private Limited

(Perform Physical verification of Assets and Stock as **Job In charge**)

(Project)

* Tender Sleep Beds Limited

(Transfer of Customers, Suppliers and Bank data from Excel to Sage 50, worked as

**Team Lead**)

**MOBILINK, A subsidiary of Vimpelcom Telecom Holding**

**Internship Technical Budgeting, Mobilink Head Office Islamabad**

***27th of Jan 2014 to 26th of April 2014***

**Major Responsibilities**

* Receiving and Handling of all invoices of technical department from Invoice Tracking System (ITS) department
* Handling & Assisting all Invoices, POs, PRs and Service completing certificates in PURCHASING & PAYMENT PROCESSING SYSTEM (PPPS)
* Submission of Payment Authorization Form (PAF) to accounts payable department for made payments
* Ensure that for payment process appropriate procedures are complying when preparing PAF
* Follow-up with procurement for issuance of PO’s & Contracts to vendor for payment process
* Assist in to check status about PO’s, PR’s, Invoices for vendor queries and for internal team on Oracle
* Preparation of Invoice aging sheet for Management review
* Assist in verify PAF status in PPPS
* Assist in charging budget to relevant budget head against PR’s

**Core Competence**

Excellent knowledge of IFRS, IASs and ISAs.

Expert in using Accounting software, both of the shelf and in shelf i.e. Oracle Financial (11i R 12), QuickBooks, Sage 50 and PPPS.

Hands on Experience on MS Office suit, especially Word and Excel.

**Extra Skills**

Capable to handle financial matters independently, Take initiative part as best team player, Enjoy learning new skills, Passion for continuous improvement, Time Management skills, Have good command on accounting, Fluent speaking & writing in Urdu, English& Punjabi

**Extra Activities**

1st Prize Winner of Ilmi Adbi Awards at Zonal Level,

Participate and represent as member of Cricket Team at Zonal Level (High school gaming)

Hobbies of Reading Books, Playing Cricket and Tourism

**Workshops and Seminars**

Participates workshop on how to become a Visionary Businessman, Participates workshops on Islamic Banking and Finance, Participates Seminar of ACCA ‘TALENT GYMNASIUM How to Start Your Career’ & Different Seminars under ACCA.

**Reference**

Will be furnished on request