

WASEEM AKHTAR

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Education

IBA University. <i>Bachelor of Business Administration - Finance</i>	Dec, 2021 Sukkur, Sindh
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Experience

Assistant Accountant <i>Contour Software (Pvt) Ltd - TUNE Inc (BU). USA</i>	May 2024 - Till date Karachi, Sindh
<ul style="list-style-type: none">• Review and validate vendor invoices to ensure all expenses are accurately charged and aligned with company policies and budgetary guidelines.• Process vendor invoices in Concur for approval from directors, ensuring timely and accurate approval workflows.• Prepare prepaid schedules, post journal entries (JE), and record deferrals of prepaid expenses in Microsoft Great Plains (GP), ensuring proper recognition of prepaid items.• Conduct departmental analysis of prepaid expenses, matching expenses to the prepaid schedule and extracting data via SmartList in GP for detailed tracking and reporting.• Generate journal entries for accruals of expenses incurred but not yet paid, maintaining an Accrual Tracker Sheet to ensure accurate financial reporting and alignment with monthly budgets.• Ensure timely vendor payments by processing payments each week to meet vendor due dates and avoid delays.• Extract and categorize all expenses from GP SmartList, assigning each entry to the correct department and expense type. Create expense pivot reports to summarize costs and ensure expenses are allocated accurately to the corresponding GL accounts and departments.• Perform month-over-month expense analysis and forecast vs. actuals comparisons, providing detailed insights during monthly closings to assess financial performance.• Reconcile departmental entries in Jedox at each month-end to verify that all transactions are correctly posted to the respective accounts.• Monitor vendor contracts, ensuring compliance with contract terms, renewal dates, pricing, units, and conditions. Coordinate with managers and directors to review and update vendor contracts as needed.• Record daily bank entries, process intercompany transactions, and perform monthly bank reconciliations to ensure accurate cash flow reporting.• Post receivables payments in Zuora and Microsoft GP, ensuring accurate recording of incoming payments.• Prepare and reconcile trial balance and balance sheet packages at month-end to support smooth and timely financial closings.• Present financial reports on prepaid schedules, expenses, accruals, month-over-month performance, and actuals vs. forecasts to management, the finance team, and directors during monthly review meetings.• Collaborate with team members, managers, and directors to address queries, resolve discrepancies, and ensure accuracy in financial reporting.• Adopt a continuous learning mindset, actively improving skills, adapting to new tools and industry practices, and remaining open to feedback to drive personal and team growth.	
Accounts Executive <i>Cybertron Labs (Pvt) Ltd</i>	Nov 2023 - Apr 2024 Karachi, Sindh
<ul style="list-style-type: none">• Managed remittances, online web payment management, and receivables from US clients, including the creation of monthly receivables reports.• Paid monthly vendors, resolved any discrepancies between vendors and the company, tracked day-to-day payables, and created the overall monthly payable report.• Processed payroll, created payslips for employees, disbursed online salaries, managed withholding tax (WHIT), and resolved tax-related matters. Managed day-to-day expenses, handled petty cash, created monthly expenses reports, and generated profit and loss statements.• Prepared expense and revenue projections every month.• Coordinated with the CEO to discuss financial discrepancies.• Kept financial records confidential and did not disclose them to anyone.	

- Maintained a record of all transactions in QuickBooks Online.
- Performed bank reconciliations, reconciling day-to-day transactions with payment sheets.

Finance Officer

Apr 2023 – Oct 2023

Dpak Distributions (Pvt) Ltd

Karachi, Sindh

- Checking and verification of bills, supporting documents relevant approval.
- Making cheques of vendors, creating bank accounts of new employees.
- Summarizing all expenses using Pivot Table, Update WHIT, accounts payable, receivable bank reconciliation.
- Managed a large amount of Cash Book of a company. Recording all transactions into ERP accounting software.

Management Trainee Office - Finance

Oct 2022 – Mar 2023

Dpak Distributions (Pvt) Ltd

Karachi, Sindh

- Organized Files, and Documents Management
- Managed Petty Cash, Record day-to-day petty cash expenses into Quickbooks Online.
- Did documents verification, bill verification, contact with vendors to resolve any discrepancy.
- Summarized monthly expenses in Pivot Table.
- Created Monthly Profit and Loss Statement

CERTIFICATES

- * QuickBooks Certified.
- * Microsoft Great Plains - GP Certified
- * Advance Business Excel Essential Certified.
- * ERP Software Certified.
- * Ms Office Certified.

Personal Details



Full Name	Waseem Akhtar
Nationality	Pakistani
Date of Birth	10 Feb 1998
Gender	Male
Marital Status	Married
Location / Willingness to relocate	Bahrain / Open to relocate in GCC
Contact Information	+97333251824 +923257036441 waseem.bangash65@gmail.com
Passport Details	Number: XJ1342981 Validity: 01 Jul 2028 Place of issue: Sanghar, Pakistan
Visa Status	Type: Visit visa one-year multiple entry
Issue Date	20 May, 2025