

ABDUL WAHID BHATTI

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❖ **Summary :**

- ❖ Bachelor in commerce with **16 Years of Accounts from Pakistan** Experience. Working as Account officer in CSC (**Community Support Concern inclusion**) as well as working as Finance officer in **ASKARI PHARMACUTICALS** an Army based welfare trust Organization. I have good knowledge about Bookkeeping, Financial Statement, and Bank Reconciliation.

❖ **Skills:**

- Excellent Accounting skills
- Organizational skills
- MS office & Computer skills
- Handling work pressure
- Customer service
- Active listing
- Interpersonal skills
- Multitask Personality



Work Experience

- **Company** **CSC EMPOWEMENT AND INCLUSION**
- **Position** **ACCOUNT OFFICER**
- **Year** **APRIL-15- 2009 TO JANUARY 10- 2022**

- Assist Branch Manager in management of office accounts and banking operations.
- Responsible for collection of installment from clients in the premises of the branch offices, issuing recovery receipts, making entry in the client book and in the daily recovery sheet.
- Responsible for handling the receipt of cash and payment through cheque upon approval from branch manager.
- Input all transactions in the MIS and generate reports as required by the branch manager.
- All Asset of the branch office and release the stock to the concerned credit officer on request and record all receiving and releases in the stock register.
- Maintain all books of accounts, financial records and stock at the branch officer level.
- Making and posting of all kinds of vouchers in computerized software.
- Bank reconciliation statement at the end of month.
- Maintain the log of vehicles.

- **Company** **Askari Pharmaceuticals(A project of army welfare Trust)**
- **Position** **Finance Officer**
- **Year** **June-16- 2005 to March-10- 2009**

Worked as Finance officer in Askari Pharmaceuticals (Army Welfare Trust) at Bhai Pheru Lahore, As Account Officer my responsibilities are:

- Bank reconciliation on fortnightly basis, daily bank position, and book keeping of banks related to company, salary disbursement, party's payment reports, vouchers posting.
- Preparation/checking of vouchers payable, journal vouchers, creditors ledger/register, reconciliation of accounts payable statement, statement of accounts, aging of debtors, sales certificates, sales budgeting & actual comparison reports, update receivables on receipt of DD/Cheques/Cash etc.
- Preparation/checking of vouchers payable, journal voucher, creditors, ledger/register, reconciliation of accounts payable statement, statement of accounts, debit notes, balance confirmation letters and all other allied working.
- Assist in preparation of final of Accounts.

❖ **Education Attainment**

- **Bachelor in Commerce (Accounts)**

❖ **Personal Information**

Nationality	: Pakistan
DATE OF BIRTH	: 20/04/1983
MERITAL STATUS	: MARRIED
VISA STATUS	: VISIT VISA
PASSPORT NO	: DN1071713

❖ **LANGUAGES**

- ENGLISH
- URDU
- PUNJABI