

Syed Wahaj Anwer

Senior Finance Executive

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0336-3632992

To secure a position in a company where I can use my skills and abilities to make a contribution to the organization. A challenging position in a progressive organization that will utilize my talents and provides me with an opportunity for personal and professional growth.

9/8 Block 8, Federal B Area, Karachi, Pakistan

WORK EXPERIENCE

Senior Finance Executive Richmond Tech Group LLC

02/2023 - Present

Karachi, Pakistan

Provide Merchant Services

Achievements/Tasks

- Record day-to-day financial transactions including accounts payable and receivable, invoicing, and bookkeeping.
- Update and maintain the general ledger.
- Assist in the preparation of internal monthly financial statements related to monthly, quarterly and annual reporting.
- Monitor Sales Team Performance, Prepare Profit and Loss Statement.
- Assist with monthly financial accounting, including journal entries, account reconciliations, intercompany balance reconciliations.
- Bank reconciliation, inter-company accounts reconciliation and third-part reconciliation.
- Assisting with the preparation financial statements.

Account Associate VentureForce Global (BPO)

08/2022 - 01/2023

Providing Accounting and Financial services to Offshore(US) companies.

Finance Executive Honeybees Builder and Developer

01/2021 - 07/2022

Karachi, Pakistan

EDUCATION

Bachelor of Business Administration KASB Institute of Technology

02/2023 - Present

Associate Degree Program in Commerce/B.Com KASB Institute of Technology

Association of Chartered Certified Accountants ACCA Global

Courses

- Foundation in Accountancy
(7/17)

SKILLS

GAAP

Payroll

Analysis

Return on Assets

Automatic Data Processing (ADP)

Leadership

Accrual Accounting

QuickBooks

Reconciling

Microsoft Excel

Microsoft Word

Power Point

Decision Making

Attention to Detail

Financial Reporting

Project Management

Spreadsheets

Effective Communication

IFRS

IAS

Problem Solving

Verbal Communication Skill

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency

COURSES

Stock Market

PeachTree

Tally ERP

QuickBook Software

MS Excel

MS Word

INTERESTS

Cricket

Stock Market

Football

Crypto Currency

Block Chain

NFTs