



## WASID IQBAL

**Address :** Hor al anz, Deria Dubai, UAE  
**Email :** wasidmaini@gmail.com  
**Contact No :** +971547973122  
**Visa Status :** Employment visa

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### CAREER OBJECTIVE

To work in strong, forward thinking, progressive and equal opportunity organization where I can apply the knowledge I have obtained, involving maximum utilization of my skills and experience to deliver beyond expectations and meeting the challenges of real life projects.

### EDUCATIONAL QUALIFICATION

#### **Master of Business administration (MBA)**

2010-2012

Specialization: Finance  
Institute: IMSCIENCES Peshawar (Pakistan)  
GPA: **3.3**  
Division: **1st**

#### **Bachelor of Business administration (Honors)**

2005-2010

Specialization: Finance  
Institute: IMSCIENCES Peshawar (Pakistan)  
GPA: **2.9**  
Division: **1st**

#### **Intermediate:**

2003-2005

Institute: Islamia College Peshawar, Peshawar (Pakistan)  
Division: **2<sup>nd</sup>**

#### **Matriculation (science)**

1994-2003

Institute: Quaid.e.azam public school zaida swabi,  
Peshawar  
Division: **1st**

### SOFTWARE & SKILLS

ACCOUNTING IN EXCEL, TALLY, QUICK BOOK, PEACH TREE, MS OFFICE  
ANALYTICAL SKILL, PROBLEM SKILLS, ORAL COMMUNICATION, TIME  
MANAGEMENT, ADAPTABILITY, LEADERSHIP

### PROFESSIONAL EXPERIENCE

**AI EITIMAD BUILDING CONTRACTING (RAS AL KHAIMAH) UAE**

**Designation: Admin officer**

**From:** April 2017 to present

**RESPONSIBILITIES:**

- Deal with Phone, email and social media requirement.
- Maintain and handle the daily operation.
- Maintain time and attendance records of the staff in head office and the field office
- Organize meeting and take notes from them.
- Maintain and keep track for employee's handover and actual custody/possession.
- Stock taking and reordering supplies where necessary.
- Maintain office records, establishes reference files on various subject for archiving.

**PAKISTAN MINERAL WATER BOTTLING PLANT (PVT) LTD. (AMRAT) Gadoon amazai**

**Designation: Accounts officer**

**From:** December 2014-August 2016

**RESPONSIBILITIES:**

- Responsible for preparing and posting of transaction as like account payable, account receivable, general ledger, capital
- Ensure that the company accounting records are prepare and updated according and in a timely manner.
- Proactively interact with the vendors to ensure timely updating of the accounting records relating to their payments, deduction and payments.
- Deal with the company bankers and ensure timely reconciliation of statements balances.
- Assist the manager as directed and substitute for him during his absence.
- Prepare and present monthly/yearly financial reports
- Ensure all other statutory dues are paid in time and recorded accurately.
- Banking transaction by manual and online ( cheque deposits, cash receipts, payment transfer, cheque book etc)

**STAR MARKETING (PVT) LTD PAKISTAN**

**Designation: Customer service representative**

**From:** August 2012-November 2014

**RESPONSIBILITIES:**

- Manage large amounts of incoming calls
- Generate sales leads
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships of trust through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Handle complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Keep records of customer interactions, process customer accounts and file documents
- Follow communication procedures, guidelines and policies
- Take the extra mile to engage customers.

**PERSONAL INFORMATION**

**Father Name :** Javaid Iqbal  
**D.O.B :** 14 June 1984  
**Passport No :** Ln1332862  
**Marital status :** Single  
**Nationality :** Pakistani  
**Driving License:** Light Vehicle