



WAQAS AHMAD

CONTACT

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EDUCATION

Association of Chartered Certified Accounts (ACCA)

Foundation In Accountancy (FIA)

F.Sc (Pre-Engineering)

COMPUTER SKILLS

- Microsoft office (MS Excel & MS Word)
- Correspondence via Emailing
- Fluent in typing
- Enterprise resource planning

PROFILE

Experienced accountant with over 8 years of experience in reconciliation, financial analysis. Skilled in QuickBooks, financial software, and Excel. I am a well inspired and motivated individual, looking for a position in Accounting Profession, having brilliance in the field of Financial and Management Accounting. I understand Organization essentials, and trust my skills and expertise would help in achieving organizational objectives and would enhance my skills also.

EXPERIENCE

1. Accountant at Matracon Pakistan Private Ltd.

**ACEG-Matracon JV (N-55) Dualisation of Indus Hghway
March 2019 till Date**

- Book keeping of all records on Construction management Computer Software (Quick Book).
- Extracting the daily and monthly reports.
- Cash Handling and maintaining the cash book.
- Prepare the journals ledgers of customers, suppliers and maintain them.
- Prepare the salary of staff through CMCS software and maintain the staff ledgers.
- Reconcile the Daily labor wages muster role of 15 days and pay after approval.

2. Accountant at ATCO (Chartered Accountants Firm)

**Worked on different assignments during this time period
January 2017 to Feb 2019**

I. China XINJIANG BEIXIN RAOD AND BRIDGE GROUP CO., LTD (Road and Bridge Construction)

- Book keeping of all records, prepare accounts and Financial Statements of Mir Pur project for the year ended 30th June 2017.

II. China Gezhouba Group Company Limited (Construction and Engineering Company)

- Withholding & Sales Tax Collection. Book keeping of all records, prepare accounts and Financial Statements of Dassu Dam Project for the year ended 30th June 2018

PERSONAL INFORMATION

Father's Name:
Ahmad Ali Jan

Passport No:
TP1150552

Date of Birth:
25-01-1990

Marital Status:
Married

Religion:
Islam

Nationality:
Pakistani

III. China Railway Group Limited

- Book keeping of all records, prepare accounts and financial statements for Country Head Office

ROLE AND RESPONSIBILITIES

- Bank reconciliation and cash book preparation
- Book Keeping and proper recording in General Ledgers
- Maintaining supplier accounts
- Settlement of Petty Cash
- In depth understanding of Entrepreneurship

PERSONAL SKILLS

- I hold a decent intelligence of how to adapt to different organizations' environment.
- I am diligent, ground-breaking and devoted to work, individually or as part of a team, in a competitive environment.
- I possess strong analytical and problem solving skills, along with strong work ethic developed through working in pressurised environments.
- My communication, presentation and negotiation skills are highly developed.
- I am resourceful in the completion of projects and effective at multitasking
- I am a Fluent user of
 - English
 - Urdu
 - Pashto

REFERENCES

References will be furnished Upon Requirements