



MUHAMMAD WAQAS

PROFESSIONAL SUMMARY

Accounting and finance professional with 7 years of experience in financial reporting, budgeting and forecasting, general ledger, accounts payable/receivable, cost accounting, and project accounting. Additionally, bring 4 years of experience in external audits and internal audit assignments. Proven track record of success across the construction, real estate, and manufacturing sectors, with strong expertise in IFRS, cost control, ERP systems, and regulatory compliance.

CONTACT

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EDUCATION

- CA INTERMEDIATE / CAF
Institute of Chartered Accountants of Pakistan
- BACHELOR OF COMMERCE
University of the Punjab

LANGUAGES

English ██████████
Urdu ████████████████████
Arabic ██████

OTHER DETAILS

- Date of Birth: Oct 12, 1992
- Marital Status: Married
- Nationality: Pakistani
- Visa: Transferable Iqama

EMPLOYMENT HISTORY

Feb 2020 – Jan 2025

Accounting Manager | MASTER CITY (PVT.) LIMITED

Sector: Construction & Real Estate

- Managed General Ledger with accurate transaction classification, reconciliations, accruals, prepayments, and provisions.
- Executed full payment cycle: vendor payment requests, approval workflows, and bank transfers.
- Prepared monthly bank and intercompany reconciliations aligned with project accounting.
- Maintained Fixed Asset Register, tracked depreciation, and performed asset verification for construction equipment and real estate assets.
- Oversaw AP/AR cycles, petty cash management, treasury transactions, and payroll verification for project staff.
- Prepared VAT reports and ensured compliance with real estate taxation regulations.
- Led budgeting and forecasting processes for construction projects and property developments, with variance analysis against project budgets.
- Managed project accounting including WIP tracking, revenue recognition per contract milestones, and project-level profitability analysis.
- Prepared monthly and quarterly financial statements and cash flow reports

SKILLS

- **Financial Accounting**
IFRS, IAS, Ratio Analysis, Journal Entries, Month/Year-End Close, Cash Flow Analysis
- **Cost Accounting**
Cost Allocation, Process/Absorption/Marginal /Job/Project Costing, Payroll & Factory Costing
- **Budgeting**
Operating & Capital Budgets, Fixed/Flexible Budgets, Raw Material & Labor Planning, Forecast vs Actual Analysis
- **Forecasting & Modeling**
Financial Forecasts, Trend & Sensitivity Analysis, Scenario Planning, Financial Modeling
- **Auditing & Internal Controls**
Internal/External Audit Support, Internal Controls, Risk Assessment, Compliance Testing, Audit Documentation
- **Receivables, Payables & Inventory**
AR/AP Management, Invoicing, Billing, Reconciliations, Aging Reports, Inventory & Stock Control
- **ERP Systems**
QuickBooks, SAP B1, Oracle ERP, Odoo, Microsoft Dynamics, Tally ERP
- **Reporting & BI Tools**
Power BI, Microsoft Excel, Microsoft Visio
- **Office & Productivity Tools**
MS Word, Excel, PowerPoint, Google Workspace

Dec 2017 – Jan 2020

Manager Accounting & Finance | GALAXY RICE MILLS (PVT.) LIMITED
Sector: Manufacturing & Export

- Produced monthly/annual closings, cost reports, and departmental P&L statements.
- Prepared MIS reports and dashboards for senior management on cost trends, margin analysis, and budget utilization.
- Prepared weekly and monthly cash budgets, monitored inflows/outflows, and ensured efficient liquidity management.
- Conducted inventory valuation, implemented costing systems, and ensured tax compliance (VAT/WHT).
- Conducted monthly reconciliations for bank, suppliers, receivables, and inter-company accounts.
- Designed reporting templates for consumption tracking and inventory variance.
- Produced customized financial reports for product costing and department-wise performance.
- Coordinated with external auditors; submitted complete documentation and addressed audit points.
- Oversaw export financing and long-term financing including Letters of Credit (LC)

Nov 2013 – Nov 2017

Audit Supervisor | M.A. CHAUDHARI & CO. CHARTERED ACCOUNTANTS
Sector: Audit & Advisory

- Performed statutory audits and developed IFRS-based financial statements.
- Prepared working papers and financial documentation for audit and management reporting.
- Reviewed internal controls, advised on cost control.
- Assisted clients with financial analysis, risk mitigation, tax return filings, and process improvements.

REFERENCES

Available on request.