

Muhammad Waqas Khan

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OBJECTIVE

To obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of solid organization.

EXPERIENCE

➤ **Accountant**

✓ **Anan Al Jazira pvt Ltd (Saudi Arabia)**

Duration 21st MAR 2024 to Till Date

Job Responsibility Includes:

- ❖ Support in the preparation of monthly and annual tax filings and VAT returns as required by the Saudi Arabian tax laws.
- ❖ Assist with payroll processing, including verifying employee timesheets, deductions, and benefits.
- ❖ Process accounts payable and receivable, ensuring timely payment and accurate billing.
- ❖ Help in the month-end and year-end closing processes.
- ❖ Maintain accounting files and documentation in an organized and accessible manner.
- ❖ Perform other accounting-related duties as assigned.

➤ **Accountant**

✓ **Chaudhary Packages pvt LTD**

Duration 26TH JULY 2022 to 28 FEB 2024

Job Responsibility Includes:

- ❖ Operating Inventory Control System B-TECH Software
- ❖ Assists In Preparation Monthly Income Statement
- ❖ Maintaining & controlling of Bank Reconciliation Statements
- ❖ Preparation of Monthly Sales Tax and return file into FBR portal
- ❖ Maintain and enter sale and purchase on daily bases
- ❖ Enter JV, BPV, BRV, CRV, CPV
- ❖ Monthly Stock-taking and Reconcile Physical Stock

➤ **Cashier**

✓ **Bundu Khan Sweet & Bakers**

Duration 10TH July 2021 to 20th Nov 2021

Job Responsibility Includes:

- ❖ Handling With Cash Receipts
- ❖ Cash Balance Reconciliation etc.

➤ **Account Officer**

✓ **Agfa Pakistan Private Limited**

Duration 27TH Nov 2017 to 4TH Sept 2020

Job Responsibility Includes:

- ❖ Making of Daily Sales & Collection Summary.
- ❖ Making of Monthly Sales & Collection Summary.
- ❖ Making of Monthly Expenses Report.
- ❖ Checking of Sales Invoices, Petty cash vouchers along with Cash Sheets.
- ❖ Making of Monthly Cost of Sales and Closing Stock Reports.
- ❖ Making Invoices detail for Annexure-C (E-filing at FBR)
- ❖ Reconciliation of Reports with existing application.
- ❖ Monthly Bank & Branch Reconciliation.
- ❖ Providing solutions to branches regarding data entry problems.
- ❖ Co-ordination with programmer for errors or bug rectification and further development in application if any required.
- ❖ Giving Training to Branches and Head Office Warehouse on new application through Remote Access Application (Team Viewer, Any desk etc.)

➤ **Store Assistant**

✓ **Mehran Commercial Enterprises**

Duration 14th July 2014 to 26th Nov 2017

Job Responsibility Includes:

- ❖ Data Entry in Software
- ❖ Daily Material Receiving in Software
- ❖ Update Monthly Stock Report by Software & Excel
- ❖ Daily Count Randomly Stock
- ❖ Monthly Indent Preparation
- ❖ Monthly Purchase Order Maintain in Software
- ❖ Doing all store related work.

QUALIFICATION

- ❖ Intermediate (Commerce).
- ❖ Matric (Science)

COMPUTER SKILLS

- ❖ Microsoft Windows XP & Professional Environment.
- ❖ Microsoft Office 2007 & 2010
- ❖ Internet Browsing, Chatting & Downloading.
- ❖ Busy win Accounting Software
- ❖ Softronic Sales & Financial Online Application.
- ❖ Sales, Inventory & Finance Modules Developed at Oracle 10G (Online Application)

LANGUAGES

- ❖ English
- ❖ Urdu
- ❖ Arabic

PERSONAL INFORMATION

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|------------------|---|-----------------------------|
| ❖ Father's Name | : | Asif Ali Khan |
| ❖ Date of Birth | : | 03 rd April 1996 |
| ❖ Passport No: | : | MQ4152471 |
| ❖ Iqama No | : | 2576286690 |
| ❖ Marital Status | : | Married |
| ❖ Religion | : | Islam |
| ❖ Gender | : | Male |