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Iqama: Transferable

MUHAMMAD WAQAS

PROFESSIONAL SUMMARY

SOCPA associate member with **11+ years of experience** in financial reporting, budgeting and forecasting, general ledger, accounts payable/receivable, cost accounting, and project accounting. Including 4 years of experience in external audits and internal audit assignments. Proven track record of success across **the telecom contracting, construction and manufacturing sectors**, with strong expertise in IFRS, cost control, ERP systems, and regulatory compliance.

Education

- CA INTERMEDIATE / CAF

Institute of Chartered Accountants of Pakistan (ICAP)

- BACHELOR OF COMMERCE

University of the Punjab, Pakistan

PROFESSIONAL AFFILIATIONS

- ASSOCIATE MEMBER

Saudi Organization for Chartered and Professional Accountants (SOCPA)

SKILLS & ABILITIES

- Financial Reporting & Analysis
- Budgeting, Forecasting & Variance Analysis
- Monthly/Yearly Closings
- IFRS & IAS Compliance
- ERP Implementation (QuickBooks, Odoo)
- Cash Flow Management
- Cost Control & Work-in-Progress Management
- Internal Audit & Controls
- Taxation & Regulatory Compliance
- Cross-Functional Team Leadership

WORK HISTORY

Senior Accountant

WAJDA GLOBAL CONTRACTING EST., RIYADH, KSA

Sep 2025 – Present

- Record and review monthly **accruals, prepayments, depreciation**, and other necessary **general journal entries**.
- Perform **daily bank reconciliations**, ensuring accuracy and timely resolution of discrepancies.
- Record **vendor bills and customer invoices** in the accounting system, maintaining proper documentation and inventory record.
- **Classify expenditures** accurately as either **expenses or capital assets**, post relevant entries, and maintain an updated **fixed assets register**.
- Prepare detailed **lease schedules** and maintain **Right-of-Use (ROU) assets registers** in compliance with **IFRS 16**.
- Compute **revenue recognition** for long-term projects using the **input method**, and segregate **billed and unbilled revenue** in accordance with **IFRS 15**.
- Supervise and verify **petty cash transactions** across project sites, ensuring expenses are properly categorized as **direct or indirect project costs**.
- Prepare and obtain **Head Office approval** for **weekly fund requests** covering both **CAPEX and OPEX** requirements.
- Compile **monthly and annual financial statements** in line with **IAS and IFRS**, for submission to the **Group CFO**.
- Coordinate with the CFO to obtain **project-wise budgets** and prepare **monthly variance analyses** against actual results.
- Submit **weekly cash flow reports** to the Head Office and provide **quarterly cash flow forecasts** to support financial planning.
- Prepare and submit **VAT returns** and ensure full **compliance with tax regulations**.

TECHNICAL PROFICIENCIES

- ERP Systems: QuickBooks, Odoo, Oracle, SAP B1
- Reporting Tools: Power BI, Excel (Advanced), Visio
- Office Tools: MS Word, Excel, PowerPoint

COMMUNICATION

- English - Fluent
- Urdu/Hindi - Native
- Arabic - Basic

ADDITIONAL INFORMATION

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

Accounting Manager

MASTER CITY (PVT.) LTD., GUJRANWALA, PAKISTAN

Feb 2020 – Jan 2025

- Developed and implemented financial strategies to align with long-term growth plans.
- Led month-end/year-end closings, ensuring accurate accruals, adjustments, and reconciliations.
- Prepared monthly and annual financial statements in accordance with IAS & IFRS for presentation to the Board of Directors.
- Managed budgeting, forecasting, and analysis, delivering actionable insights to leadership.
- Supervised fixed asset management and petty cash controls.
- Ensured compliance with IFRS, tax laws, and internal audit standards.
- Coordinated with external auditors for year-end audits.

Manager Accounting & Finance

GALAXY RICE MILLS (PVT.) LTD., EMINABAD, PAKISTAN

Dec 2017 – Jan 2020

- Led accounts and finance department operations, including reporting, planning, and audit.
- Prepared monthly and annual financial statements, cash budgets, and management reports.
- Conducted cost analysis, absorption costing evaluations, and inventory management.
- Advised on taxation matters including sales tax, income tax, and monthly filings.
- Managed corporate finance activities including bank dealings and loan facilities.
- Handled SECP compliance including Form A/29, audited financials, and charge registration.

Audit Supervisor (CA Articleship)

M.A. CHAUDHARI & CO. CHARTERED ACCOUNTANTS, GUJRANWALA, PAKISTAN

Nov 2013 – Nov 2017

- Performed statutory audits and developed IFRS-based financial statements.
- Assisted clients in tax planning, SECP filings, feasibility studies, and internal audits.
- Provided consultancy on business setups, corporate structure, and regulatory compliance.