

Muhammad Waqas

Chartered Certified Accountant

Dubai

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- > Have 1 year and 10 months of experience in Audit firm with top clients such as CITIL Housing Pvt. Ltd and Roomi Foods Pvt. Ltd.(FMCG).02 Years and 05 months of experience at Baba Fareed Gas Pvt. Ltd as a Assistant Manager Accounts.
- > Association of Chartered Certified Accountant (ACCA - UK). 13/14.
- > Qualified Higher Diploma in Accounting. (Scottish Qualification Authority).
- > Expertise in handling different internal audit assignments on different clients & Tax Related Matters.

- > Also hold Bachelor Degree of Commerce from University of the Punjab, Pakistan.
- > Detailed oriented, efficient and organized professional with an extensive experience of reconciliations and setting internal controls.
- > Advanced MS Office skills and hands on experience of various accounting Software including Xero Tally & Quick Books.

Work Experience

Assistant Manager Accounts

Baba Fareed Gas Pvt. Ltd - Sahiwal, PK

July 2017 to December 2019

My Job Responsibilities included:

- Bank reconciliation, cheque clearance and fund management of all banks daily Basis.
- Payment to vendors and preparation of withholding Tax Summary.
- Maintain all receivables, payables ledges and update it on a daily basis
- Coordination with external auditors regarding supporting and observation
- Review and reporting of receivable and payable aging analysis
- Submit daily reports and monthly accounts report to the CEO.
- Coordination with bank regarding Loan renewal facility and lease management. This include documentation on company end.
- Payroll processing overtime calculation
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings

- Supervise the distribution of petty payments
- Preparation of Landed cost of the product
- Managing FBR notices, replies & coordination of with company auditors regarding the notices.
- Computation of Income tax
- Computation of input and output tax.(Sales Tax, VAT).
- Coordination with Tax Department regarding E-Filing. (Sales Tax working)
- Coordination with company auditor for quarterly and annual audit.
- Coordination with OGRA regarding monthly OGRA summary and relevant supporting.

Audit Supervisor

M imran Akhtar & Co - Lahore, PK

March 2015 to January 2017

Working in a firm I have learnt and grasped my skills in Accounting, Auditing, Financial Software and Internal Control Functions. I performed in diversified sectors such as Housing societies and General trade. A summarized portrayal of the work carried out on prominent clients during this period is as follows:

Client Industry Engagement

Model housing Pvt. Ltd Housing Society Pre audit and compliance review

Roomi Foods Pvt. Ltd FMCG Annual audit/ Final audit

CITI housing Pvt. Ltd Housing society Internal audit Assignment

Education

ACCA in Taxation and Advance Audit and Assurance

Association of Chartered Certified Accountants - UK

June 2013 to February 2020

Diploma in Management Accounting and Taxation

Scottish Qualification Authority Scotland - UK

December 2012 to March 2013

Bachelor of Commerce in Intermediate of Commerce

University of the Punjab - Multan, PK

Skills

ACCOUNTS RECEIVABLE (3 years), ACCOUNTING (3 years), LEDGER RECONCILIATION (3 years), ACCOUNTS RECEIVABLE/PAYABLE (3 years), PAYROLL MANAGEMENT (3 years), ACCOUNTS PAYABLE (3 years)

Additional Information

COMPUTING SKILLS:

> Accounting Software:

- Xero (General Ledger, Accounts Receivable/Payable, Inventory, & Payroll Modules)

- Tally (General Ledger, Accounts Receivable/Payable, Inventory, & Payroll Modules)

- QuickBooks (General Ledger, Accounts Receivable/Payable, Inventory, & Payroll Modules)

- Wrike (Based on Project Management)

- Asana (Based on Project Management)

- Microsoft office:

- Advanced Excel

- Advanced words