



Waqas Ahmed Farooqui

Accounts & Finance

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Business Bay, Dubai

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waqas2751

Experienced Finance professional with a good experience in an industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Willingness to learn and commitment to work without any hesitation.

WORK EXPERIENCE

Assistant Manager Finance

Newports Institute of Communications & Economics (Experience 3.5 Years)

08/2016 - 04/2020

Karachi, Pakistan

A Degree awarding institute recognized by HEC

Achievements/Tasks

- Prepare Financial Statements annual basis.
- Review Vendors Outstanding Balances for invoice payments.
- Assistance in preparing an annual budget and assistance in ongoing budget control.
- Preparation of monthly & annually tax reports.
- Verify, allocate, post and reconcile accounts payable.
- Entering expenses and payments in the accounting systems.
- Processing transactions, issuance of cheques & ERP entries.
- Review and recommend modifications to accounting systems and procedures.
- Other tasks & assignments given by management.

Contact: hr@newports.edu.pk - +92-21-34313070

Accounts Trainee

Al-Abbas Sugar Mills Limited

02/2016 - 07/2016

Karachi, Pakistan

Sugar Manufacturing Company

Achievements/Tasks

- Review documentation file & update in ERP.

EDUCATION

Master's in Business Administration (Finance)

Mohammad Ali Jinnah University

01/2016 - 12/2019

Karachi, Pakistan

Bachelor's in Business Administration (Banking & Finance)

Mohammad Ali Jinnah University

01/2010 - 07/2015

Karachi, Pakistan

SKILLS & EXPERTISE

Oracle (MIS & GL)

Ebiz Smartz (CMS & ERP)

Quickbooks

Tally

Sage 50

VAT

Income tax & WHT

Bank Reconciliation

Book Keeping

Office Management

Prioritise Task

Accounting Policies

Analytical Skills

Team work Motivation

Good communication

Administration

Payroll

Advance Excel

Invoicing

Accounts Payable

Accounts Receivable

Petty Cash

Annual Budgets

Financial Statements

CERTIFICATES

Accounting Fundamentals (2020 - 2020)

Online course certificate from "Corporate Finance Institute"

CPA Pakistan in Progress (06/2020 - Present)

CPA Pakistan from "ICPAP"

XERO Advisor Certified Certificate

Computerized Accounting and Book keeping (10/2017 - 02/2018)

A short learning course from "Newports Institute"

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency

INTERESTS

Cricket

Music

Movies

Gym