

# WAQAR ULLAH MUHAMMAD ILYAS

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Al Qusais, Dubai UAE



## CAREER OBJECTIVES:

To obtain any Suitable position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

## EXPERIENCE:

### ADMIN ACCOUNT OFFICER – (04/2021 TO 01/2023)

**The Northwest school system Peshawar, Pakistan**

#### **Responsibilities:**

- Maintain all up-to-date records of accounts, in the computerizing form as well as in physical files and ledgers
- The role requires an ability to manage all aspects of accounting for the school.
- Handle the cash, banking, and inventory.
- Maintain the inflow and outflow of the cash.
- Assist with reviewing expenses, payroll records, etc. as assigned.
- Generate reports for school management to review financial position on a weekly basis.
- Manage budgets, logistics, and events or meetings
- Communicate with parents, regulatory bodies, and the public
- Resolve conflicts and other issues

## EDUCATIONAL QUALIFICATION:

- **BACHELOR OF ARTS** 2019  
from the University of Peshawar Pakistan
- **DIPLOMA INFORMATION TECHNOLOGY** 2019  
From Board of Technical Education Peshawar
- **FSC (FACULTY OF SCIENCE)** 2014  
From the Peshawar board in Pakistan

## SKILLS AND COMPETENCIES:

- |                          |                                 |
|--------------------------|---------------------------------|
| ✓ Communication skills   | ✓ Time management skills        |
| ✓ Computer skills        | ✓ Attention to detail           |
| ✓ Leadership skills      | ✓ Vendor Invoices               |
| ✓ Management skills      | ✓ MS Excel, Word, Outlook & PPT |
| ✓ Problem-solving skills | ✓ Cash management               |
| ✓ Data entry             | ✓ Quick book and Tally          |
| ✓ Financial Statement    | ✓ Expense Report                |
| ✓ Purchase Order         | ✓ Account Receivable            |
| ✓ Bank Deposit           | ✓ Account Payable               |

## LANGUAGE KNOWN:

- English. (Fluent)
- Urdu. (Native)
- Pashto. (Native)

## PERSONAL DETAIL:

Date of Birth	: 02/01/1996
Nationality	: Pakistan
Religion	: Islam
Marital status	: Single
Type of Visa	: Visit Visa (till 2 <sup>nd</sup> May 2023)
Passport No	: G6673930 ( Expiry on 20 June 2032)

## REFERENCE:

Available on request.