

# MUHAMMAD WAQAS

## ACCOUNTANT GENERAL



### Contact

**Address:**  
HOUSE NO 130, STREET NO 03,  
SABRI STREET, YASRIB COLONY,  
BHAGHAT PURA, NEW SHAD BAGH  
LAHORE, PAKISTAN.

**NATIONALITY:**  
PAKISTANI

**Date of Birth:**  
20<sup>th</sup> JAN 1993

**Phone:**  
  
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**Visit Countries:**  
United Arab Emirates

### Summary

Disciplined and persistent Accountant General with over 7 years of professional experience. Adept at supplying quick responses to inquiries and accounting questions. Well knowledge about the accounting methods and rules that a company use for his accounts transactions in United Arab Emirates.

### Skill Highlights

- Accounts Payable
- Accounts Receivable
- Accounts Reconciliations
- Microsoft Office
- Power Accounting
- Retail Pro, ERP
- Quick Books (Beginner)
- Bank Reconciliation Statement
- Bank Movements Report
- Payroll
- Cash Flow Statement
- Replenishment of petty cash
- Letter of Credit and Letter of guarantte's Documents arrangement and removal of discripencies from in it.

### Experience

**JOIN** – From JUNE 2016 to APRIL 2023.  
**SIWA INDUSTRIES PVT LTD, LAHORE PAKISTAN**

- Preparing & Review Import Letter of Credits & Letter of Guarantee documents for acceptance (Import L/C) before authorized signatories. Contact with Vender's for any kind of discrepancies in L/C's, material, expiry dates, for timely payments.

**Payables:**

- Checking & verifying purchase ledger and journal vouchers then posting to General Ledger.
- Authorization of the payments i.e.: Post Dated Cheque, Pay Orders and Drafts.
- Preparing monthly & fortnightly cash flow budge and payment plan with coordination of Procurement Manager.

**Receivables:**

- Verifying the posting of Sales in the books of account.
- Planning for Collection of outstanding payments in specific Bank account for having a smooth control on financing for Production.

**Bank Movement and Cash Flow:**

- Preparing Cash Flow statement and bank movements report (Detail of Daily Debit & Credit entries in bank account) on daily basis.
- Updating Cheques in hand detail on daily basis (Postdated Cheques that Received from Customer's and issued to suppliers).
- Replenishment of petty cash
- Preparing Bank reconciliation Statement on weekly or monthly basis.

**Others:**

- Payroll
- Preparing timely Schedule for Zakat & Donation

## Languages

ENGLISH – A1  
URDU – A1  
PUNJABI – A1  
ARABIC – C2

## Software Expertise

- Microsoft Office
- Retail Pro, ERP
- Power Accounting
- Quick Books (Beginner)
- Data Entry/Typist

**JOIN** - 11/2015 to 04/2016

**4 Style Carpentry, ABU DHABI.**

- General Ledger Account.
- Preparing Purchase Orders for material as per demand from procurement Manager.
- Tracking & Updating of Records, including Delivery Callan’s, inward & outward gate passes.
- Preparing schedule for payments, insuring timely payments and managing the key accounts of customers.
- Preparing Receivables Report and schedules for collections.
- Petty Cash and Cheques handling.

**JOIN** - 06/2014 to 08/2015

**SEFAM PVT LTD, LAHORE PAKISTAN.**

- Data Entry
- Proper Management of Documents including material dispatch details to outlets with copies of delivery challans.
- Handling the procedure of filling/book keeping.
- Preparing Schedules for conducting the stock Audit of all outlets of Company in All Over the Pakistan.
- Finalizing the Retail Audit Report by the coordination of Retail Inventory Manager.

## • Education

- Master’s (Accounting & Finance): **AIOU, ISLAMABAD PAKISTAN** - 2021  
ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD.
- Bachelors : **University of The Punjab, LAHORE PAKISTAN** - 2013  
GOVERNMENT DAYAL SINGH COLLEGE LAHORE.
- INTERMEDIATE : **BISE LAHORE BOARD PAKISTAN** – 2011  
PAKISTAN FINANCE COLLEGE LAHORE.
- MATRICULATION : **BISE LAHORE BOARD PAKISTAN** – 2009  
SWEET WAYS PUBLIC SCHOOL LAHORE.

## • Certifications

- Microsoft Office (MS Word, MS Excel, MS Power point & MS Outlook)

