

Waqas Salamat

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Visa Status: Own Visa



CAREER OBJECTIVE:

Have ability to manage accounts and administration activities with 10 year of experience in Manufacturing and Money Transfer & currency exchange.

PROFESSIONAL WORK EXPERIENCE:

Organization: Arshad Groups (Pvt) Ltd. (Textile Mills)
Tenure: Nov 2021– June 2023
Designations: Accountant/Accounts Officer



Responsibilities:

- Financial Reporting
- Annual Schedules for Audit Purpose
- Bank Reconciliation Statement
- Significantly Improved Accounts Payable/Receivable Operations by Developing and Implementing Proactive Workflow Procedures
- Preparing and checking vouchers of Accounts Payable & Receivable
- Store Parties Payments Payable
- All types of vouchers, JV, CPV, CRV, BPV, BRV
- Assets Schedules Managements
- Monthly Withholding Income Tax
- Salaries/Advances and Social Security working
- Monthly Parties wise order closing
- Provident funds and Loans working

Organization: Western Union Ravi Exchange Company pvt Ltd.
Tenure: Oct-2013 – Nov-2021
Designations: Branch Manager



Responsibilities:

- Branch Management
- Improve Customer Relations
- Boost the Transactions
- Most experience of Foreign Currencies
- Money Transfer and Receiving through Different Channels
- Reconciliation of Monthly Branch Expenses
- Team Management
- Prepare Quarterly and Annually Reposts for Audit

ACADEMIC EDUCATION:

	<u>EXAMINING BODY:</u>	<u>YEAR</u>
○ Graduation	University Of Punjab	2013
○ Intermediate	Board of Intermediate Secondary Education, Faisalabad	2010

COMMUNICATION AND INTERPERSONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Flair to organize & prioritize tasks to meet deadlines.
- Ability to manage multiple projects with minimal supervision.
- Have a good level command over English and Urdu Languages.

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulas, Reports Automation, Macros, Presentations w.r.t. Analysis)

TRAININGS & WORKSHOPS:

Excel GURU Training

Year - 2011

- Intermediate and advance levels of MS excel

INTERESTS AND HOBBIES:

- Hobbies include anything to do in arts, music, reading historical books, Enjoy and playing cricket, political discussions, and creative activities.

PERSONAL INFORMATION:

Father's Name : Salamat Ali
Date of Birth : 17, August 1991
Religion : Islam

REFERENCE:

Reference will be furnished on demand.