

# Waqas Muzaffar

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**Nationality:** Pakistani  
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**Visa Status:** Visit Visa  
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## Overview

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Backed with a Master's Degree in Economics and M.ED, I have overall 9 years of experience included Exchange company, Manufacturing Company and Education sector. Customer Relations & Customer Services are my strongest expertise. I've worked in reputable exchange and organizations in Pakistan. **Universal Exchange Company – B (PVT) LTD, Kintex Enterprises (PVT) LTD, Seerat Study Centre and IIUI School** of them.

## Experience

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### Worked as Cashier in Universal Exchange Company-B (PTV) LTD Sialkot, Pakistan

#### Key Responsibilities (Sep 2020 to Aug 2023)

- Cash Management as per SBP Directives
- Foreign Currency Dealing
- Foreign Currency Exchange
- Foreign Currency Stock Register Maintenance
- Cross Selling
- Cash Receipt
- Cash Payment as per SBP Clean Note Policy
- Performing CDD, EDD & KYC
- Demand Draft issuance
- Home Remittance processing as per instructions of PRC

### Worked as Accountant in Kintex Enterprises (PTV) LTD Sialkot. Pakistan

#### Key Responsibilities (March 2016 to Aug 2020)

- Auditing financial documents and procedures
- Reconciling bank statements and calculating tax payments and returns.
- Prepare employee salary statements and process paychecks
- Maintain daily all Expenditures
- Maintains financial records and ensures that financial transactions are properly recorded.
- Takecare of all financial matters within a company
- Reconciling the company's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company

### Worked as Accountant and Office Assistant in IIUI School Sialkot. Pakistan

#### Key Responsibilities (March 2015 to Feb 2016)

- Maintain all Students Record
- Issue Fee Challan Forms
- Maintain all office documentations
- Auditing financial documents and procedures

- Maintain daybook
- Prepare employee salary statements and process paychecks
- Maintain daily all Expenditures
- Maintains financial records and ensures that financial transactions are properly recorded.

### **Worked as Accountant and Office Assistant in Seerat Study Centre Cantt Sialkot. Pakistan**

#### **Key Responsibilities**

**(Aug 2014 to Feb 2015)**

- Public Dealing
- Maintain all Students Record
- Maintain all office documentations
- Auditing financial documents and procedures
- Cash Receipt
- Maintain daybook
- Prepare employee salary statements and process paychecks
- Maintain daily all Expenditures
- Maintains financial records and ensures that financial transactions are properly recorded.

#### **Education**

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Master in Special Education (Mental Retorted)	(AIOU University)	(2016)
Bachelor in Education	(AIOU University)	(2014)
Master in Economics	(Punjab University)	(2009)
Bachelor of Arts	(Punjab University)	(2007)
Fine Arts	(BISE Gujranwala)	(2005)
Matriculation	(BISE Gujranwala)	(2002)

#### **Skills**

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- Ms. Office & Corel Draw
- Highly organized with strong multitasking skills
- Civil Drafting & Quantity Survey
- E-Commerce
- Riding & Driving (Pakistani's License Holder)
- Costumer Service
- Adapt in a multicultural environment
- Problem solving Skills
- High attention to detail

#### **Team Work**

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I am able to work within a team giving positive ideas to achieve aims & objectives together. Working within a team has grown my discipline also increased communication & collaboration.

#### **Language**

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- Urdu
- Punjabi
- English
- Hindi