

MUHAMMAD WAQAS

Mobile Number: +973 38074717

Email: waqasmalhi@yahoo.com

Contact Address: Building 1162, Flat 23,
Road 2133, Block
721, Jid-Ali,
Bahrain



Objective

To reach the Zenith of my career through commitment and perseverance by gradually polishing strengths and skills that may help professional organization to meet its goals effectively and efficiently.

Skills Profile

Career Profile:

I did my basic studies at my native city. Further, I qualified for Certificate of Accounting Technician ACCA UK. I have done Bachelor in Business & Finance (BBA.HONS) and Master in Business & Finance (MBA) qualifications with extensive experience in preparation of Financial Statements, Market analysis and Human Resource Development. I have developed internal controls and process flow charts for the clients to improve accounting and business functions for the Business Development. I am well versed in business risk identification and mitigation. I continuously strive to improve my analytical, design and problem-solving skills with aim to maintaining high quality standards.

Experience:

Audit Assistant

Riaz Ahmed & Co. Chartered Accountants - Nexia International **(July, 2011-15 Oct,2012).**

I was hired as Audit Assistant and then was promoted to Supervisor of audit. Responsible for Preparation of Clients Financial Statements, Checking Compliance with relevant laws, Writing Of Management letter to communicate Internal control weaknesses and business risks along with recommendations. Lead team to audit accounts of Clients.

Skills acquired/ achievements:

- Extensive expertise in gathering relevant data to prepare financial statements and identification of internal control weaknesses. Hands on experience in Clipper, Excel, Word, Power Point, Peach Tree, Oracle.
- Help new companies develop accounting and finance function.
- Develop system for fixed Asset Management for client.
- Advice clients on budget preparation and Forecasting, also assess reasonableness of assumptions used for preparation.
- Dealing with public listed clients and Clients with revenue of over 10 Billion PKR.

Fakhruddin Yousaf Ali & Co. Chartered Accountants **(23 Oct, 2012- 10 July,2014) Audit Supervisor.**

Supervision of audit at different clients and initial review of audit.

- Performing Audit Assignments In accordance with International Standards on Auditing
- Draft audit reports for review by the Audit manager and the Engagement Partner
- Preparation of Financial Statements in accordance with International Accounting Standards
- A comprehensive knowledge of professional Auditing and Accounting Standards and Guidelines

United Engineering (July 2014 - March 2016)

Manager Human Resource Department & Financial Controller.

A wide range of experience for developing & Implementing HR policies and Review of Financial Activities.

- Skills acquired/ achievements:
- Prepare Monthly salary sheets.
- Employee's Performance reports and data analysis.
- Induction and Reduction of employees.
- Prepare the monthly financial reports and analyses.
- Financial modeling.
- Prepare bank reconciliation statement as and when needed.
- Data entry operations
- Prepare Profit & Loss Statements, Balance Sheets & monthly
- Manage day to day financial transactions of the company
- Prepare and review revenue, expense, invoices, and other accounting documents.
- Finalize trial balance.
- Payroll and benefits management.

Behzad Electrical & Construction Co Bahrain (02 April 2016- 13th December 2016).

Human Resource Officer and Finance Assistant.

- Preparation of salaries, Forecasting and Budgeting.
- Hiring & Retention
- Training & Development
- Cost analysis Report and control on resources
- Maintain Record of employees
- Managing people and machinery at sites and control all activities Regarding projects
- Allocation of resources.
- Recording of Daily Transactions
- Preparation of EDD measurement
- Managing Expatriate work regarding visa (LMRA, GOSI & Other Related Departments).
- Official Correspondence

AI NAEMA Cargo WLL Bahrain (December 2016 -Present)

Human Resource & Operation Manager

I am working as an Operation Manager to oversee all daily activities including:

Managing All Hiring & Retention of Expatriate (Recruitment).
Managing LMRA, GOSI, SIJILAT and immigration jobs.
Preparing of Salaries and Budgeting.
Allocation of resources.
Marketing and communication with stakeholders.
VAT Registration & Return Filling.

Computer Skills:

- Microsoft Office (Word, Excel, PowerPoint)
- Internet Browsing
- Peachtree

Secondary skills:

- Internal controls
- Human Resource Management
- Company and contract law
- Managing Finances
- Financial and cost accounting
- Variance Analysis
- Report Writing
- Management Information System [MIS]
- UK tax system
- Performance management etc...

Education Profile

♣ **Master in Business & Finance (MBA) 2014.**

♣ **Bachelor in Business & Finance (BBA.HONS) 2013.**

♣ **Certificate of Accounting Technician (ACCA UK) 2009.**

♣ **INTERMEDIATE-2007**

♣ **MATRICULATION-2005**

Language Profile

English	Fluent
Urdu	Fluent
Arabic	Basic

Personal Profile

Father's Name	Muhammad Boota
CPR #	891134484
Passport #	AG6319483
Bate of Birth	06-Nov-1989
Religion	Islam
Marital Status	Married
Nationality	Pakistani
Availability	Immediately
Driving License	Bahrain (Valid)

Interests & Hobbies

Internet
surfing
Reading
Books Jogging

References Profile

Reference will be furnished on demand