**WAQAS**

**WAQAS.337679@2freemail.com** 

**Professional profile**

I am a dedicated and enthusiastic individual, who can work well as part of a team as well as autonomously. I am quick to grasp new ideas and concepts, and enjoy developing innovative and creative solutions to problems. I can work under pressure at flexible timings with a strong focus on delivery and quality. My objective is to find a position in a dynamic high growth company that enables me to use my knowledge and skills to achieve success for the organization.

**WORK EXPERIENCE**

**Semi Senior Accountant, Accountancy & Taxation Services, London UK**

**(July 2014 – August 2016)**

**Key Activities**

* Responsible for overseeing the full compliance process from start to end, including the production of high quality management information reporting for a portfolio of clients. This involved, providing a full suite of annual Accounting and Tax services including Statutory Accounts preparation, Corporation and Income Tax, Payroll, VAT and Capital Gains Tax services. Delegated to and mentored junior analysts whilst acting as the main point of contact for the client.
* Regular correspondence with HMRC, dealing with investigations and penalties as well as other queries on

behalf of our clients.

* Presenting technical advisory work to clients in a detailed and concise manner. This involved technical research and delivery of the analysis whilst working to tight deadlines.
* Gained excellent client management skills through account management, responding to client requests often on a sudden and ad hoc basis
* Gained people management skills through training and exposure to senior management, often working directly with partner of the firm.
* Gained ability to work to strict (statutory) deadlines, and ensuring work is undertaken as per budget and in accordance with accounting standards and regulatory framework.

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**Part time Accounts Assistant, Heritage Drycleaners Ltd, London, UK**

**(June 2013 – April 2014)**

**Key Activities**

* Obtaining weekly records of all branches and preparing cash flow for the management.
* Reconciling the incoming and outgoing records obtained from all branches with those on the SPOT software (software used by the company to carry out its business in all branches), escalating material discrepancies to senior management.
* Preparing monthly income and expenditure schedules and performing comparative analysis with prior periods to identify trends and issues, developing management reports to provide to senior management.

**Part time Customer Service Assistant, WILKO Ltd, London UK**

**(January 2013 – August 2015)**

**Key activities**

* Dealing with customer inquiries face to face and over the phone.
* Assisting customers and helping them with their purchases.
* Handling customer complaints and passing them to the manager.
* Handling cash and performing end of day banking.

**Customer Service Representative, Trans Tech Ltd, Pakistan**

**(March 2007 – August 2008)**

**Key activities**

Responsible for providing customer services to well-known communication and media companies in Canada such as Rogers and Startech. I worked as a team leader on many long distance calling projects which helped develop effective communication skills.

**Intern, Askari Bank Ltd, Pakistan**

**(Six weeks’ internship September 2009)**

**Key activities**

* Assisting the Accounts Manager in the account opening department and helping clients to complete procedures required.
* Assisting the Lead Accountant in analysis of deposits and cheques.
* Providing in-branch client assistance.

**education**

* **Oxford Brookes University, England, United Kingdom 2015**

BSc (Hons) in Applied Accounting

Upper Second Class Honours

* **London School of Business and Finance, United Kingdom 2015**

ACCA Affiliate

Majors: Advanced Tax (UK) and Advanced Audit & Assurance (INT)

Passed 13 out of 14 exams in first attempt

* **PMAS Arid Agriculture University Rawalpindi, Pakistan 2010**

Master’s in Business Administration: **Finance**

CGPA: 3.76/4

* **Government Gordon College Rawalpindi, Pakistan 2007**

Bachelor of Science: Math, Physics, and Computer Science

Percentage: 59.25%

* **Cadet College Palandri AK, Pakistan 2004**

Higher Secondary School Certificate

Percentage: 72%

**Personal Attributes**

* Positive and constructive, with strong analytical skills.
* High level of integrity, being trustworthy and respectful of confidential information.
* React positively to pressure situations.
* Able to handle workloads effectively to meet the deadlines.
* Flexible with ability to cope with changing workloads at peak times.
* Help and assist colleagues as a team member.
* Excellent communication skills, both written and verbal.

**LANGUAGES**

English, Urdu

**COMPUTER SKILLS**

* Worked mostly on VT transaction software for preparation of accounts.
* Comfortable in using Microsoft Office but have worked mostly in Microsoft Word, Microsoft Excel and Power point.

**REFERENCES**

 References will be furnished on request.