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**WAQAR**

**Accounts and Finance professional**

**E-mail:** [waqar.337722@2freemail.com](mailto:waqar.337722@2freemail.com)

**Education**

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| **Year** | **Institution** | **Qualification** |
| 2010 | Institute of Business  Administration (**IBA**),  Karachi | MBA(Finance) |
| 2005 | University of Karachi | B.Com |
| 2002 | Adamjee Government  Science Intermediate College | Intermediate |
| 1999 | Falconhouse grammar school , Karachi | Matriculation |

**Electives**

* Financial Accounting • Financial Econometrics • Managerial accounting

**Major Reports/Projects**

* Live Case Report on Corporate Strategy of Sui Southern Gas Company Limited.
* Strategic Financial Management Project on Zong mobile in Pakistan.
* Cost Accounting Project on Engro group in Pakistan
* Prepared accounting system project on Abbott.

**Experience**

**Paragon consulting as Accounts Manager 6 February 2012 to 1August 2016**

* Involved in Financial reporting process.
* Preparing bank reconciliation statement.
* Managed vendor accounts, generating weekly on demand cheques.
* Made journal entries in system.
* Involved in making payments through ERP SAP financial system.
* Made yearly and quarterly financial bank reconciliation.
* Making Employee payroll.
* Resolved all tax filling matters.
* Performed account receivable and payable function.
* Coordinated monthly payroll functions for employees.

**Tameer microfinance bank as Treasury Officer 9 July 2010 to 1 January 2012**

* Involved in financial analysis process.
* Made budget forecasts reports.
* Performed ratio analysis on balance sheet and income statement.
* Prepared payments and cheque for banks.
* Maintained treasury system on daily basis.
* Informed customers about various investment products.

**Skills and Interests**

* Strong communication and people handling skills.
* Analytical, problem solving and decision making skills.
* Proficient in computer usage and MS Office.
* Interest in playing cricket.
* Interested in reading fiction novels.
* Expert in using Sage,Tally,Peachtree and Quickbooks

**Extra-Curricular Activities**

* Member of IBA Career Development Society.
* Captain of class cricket team in University of Karachi.