WAQAS



**Marital Status: Single**

**C/o-Phone Number#: +971504973598**

**Email Address:** [**waqas.345313@2freemail.com**](mailto:waqas.345313@2freemail.com)

# ACADEMIC QUALIFICATIONS:

* **Faculty Of Science Kohat Board**

**(F.Sc) (2008-2009)**

* ( S.S.C) Kohat Board

**(Science) (2006 -2007**)

**PROFESSIONAL SKILLS AND ACHIEVEMENTS:**

* ***One year Experience in Accounsts as Assistant Accountant in Sherjeel Traders (Distributor Punjab Banaspati, Ghee & Season Canola Oil from 2012 to 2013)***
* ***Responsibilities(Daily stock report, Accounting ledger, Cash payments, Cash receipt, Cash flow, credit debit etc)***
* ***Two year Experience in Accounts as Computer Operator in Utility Department in Kohat Cement company Ltd Kohat from 2010 to 2012)***
* ***Responsibilities(Daily billing, daily stock report, Monthly stock report, cash flow, Sales invoices, Figure & client track records)***

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**COMPUTER SKILLS:**

* **MSCE(Microsoft Certified System Expert)**
* **Active directory (Group policies, time restrictions, desktop restrictions, log off, etc)**
* **Full command on Ms.Excel 2013 Adcance**
* **Hardware repairing**
* **Ms.Office**
* **All Windows installation command**

# SKILLS & FEATURES:

* **Good communication skill.**
* **Ability to work independently as well as with team.**
* **Can work for long hours, quick leaner.**
* **Can take challenges with confidence.**
* **Proficient in English(Reading, Lisening, Writing & Speaking)**
* **Under- take responsibility confidently.**

**HOBBIES:**

## Jogging

## Watch movies

## Reading newspaper & books

**PREFENCE:**

**Will be available on demand.**