
MUHAMMAD WAQAS KHALID

Dubai - UNITED ARAB EMIRATES • +971 565597920 • Waqaskhalid93@gmail.com

waqaskhalid93.webs.com



Operations Executive at AL AYADI AL SIHRIYAH L.L.C Dubai

Summary

A self-managed and result-oriented Manager with Two years of experience in Business Operations, Human Resource Management, Wages Transfer, Negotiation, Administration, Accounts, Procurement and Public Relations. Experienced in managing large scale industrial and commercial projects Especially Construction Projects with a Proven ability to identify business opportunities and achieve revenue targets. Currently working as Operations Executive in Dubai United Arab Emirates.

Work History

Oct-2016 - Present

Operations Executive & Procurement Manager.

Al Ayadi Al Sihriyah Technical Services L.L.C DUBAI-UNITED ARAB EMIRATES

My responsibilities includes :

- **Procurement.**
- **Accounts Receivables.**
- **Accounts Payable.**
- **Vendor Accounts.**
- **Value Added Tax File Return into FTA System of United Arab Emirates .**
- **Human Resource Management.**
- **Negotiation with Clients.**
- **Cost Calculation.**
- **Cash Flow Record.**
- **Final Accounts & Internal audit.**
- **Wages of 200+ Employees in Bank accounts & Wage Protection System UAE.**
- **Health & Workmanship Insurance Renewals, Visa & Passport Expiry track record.**
- **Transport Management.**

Education

2013 - 2015

Bachelor of commerce

University of the Punjab Lahore

Completed courses in : Management, Marketing, Business laws, Business communication, Tax, Auditing, Cost & Financial accounting, Microeconomics and Business Ethics.

2010 - 2011

Diploma in Business

Aptech Worldwide

Completed courses in : Microsoft Office, Documentation of Exports, Marketing, Management and Import export Business Including Incoterms, Letter of credit documentation, Freight forwarding.

Skills

Accounts

Maintenance of Day Book & Ledgers ,cash flow statement,Projected & Provisional Balance sheets, Accounts Payables/Receivables ,Final Accounts ,Reconciliation of banks ,creditors,debtors, and Inter company Accounts .

Communication

Excellent presentation and negotiation skills also Emphatic listener and persuasive speaker with proven ability to communicate well being a team leader or Representative.

Procurement

Experienced in All kinds of material purchase From Local and International Markets . Ensuring the smooth working without any delay or interruption in supply chain .

Leadership

Exceptional leadership skills developed with a proven ability to lead projects.

Computer Skills

Advanced knowledge of Microsoft Windows environments, Office package (Word, Excel, Access, PowerPoint, FrontPage and Outlook) and Peach tree .

Human Resource Management

Working as H.R.M and managing 200+ Employees in a construction Company including Visa documentation & Wages transfer into Wages protection system of UAE.

Bio Data

- **Date of birth:** 19 July ,1993
- **Language Skills :** English,Arabic and Urdu.
- **Nationality:** PAKISTANI.
- **Visa Status:** Residence Visa DUBAI .
- **Driving License :** Pakistan LTV & HTV.
- **Marital status :** Married.
- **Linkedin:** [Waqaskhalid93](#)
- **Skype :** WAQAS.KHALID3333

References

Engineer Salloum Aji

Project Manager at **ACME GENERAL CONTRACTING LLC DUBAI**

Contact : +971 56 828 2040

Email: Salloum991@hotmail.com