

Waqas Younis

Contact: +971505529421; Driving License: Whats app: +971505529421;

Email: vickyucp@gmail.com

Employment Visa

License: Valid UAE Driving License



CAREER OBJECTIVE:

I want to be the part of an outstanding team to play a constructive role in the growth of the organization by utilizing my experience and knowledge. I am ready to take on challenges which lead the organization towards its growth. I am willing and looking forward to shoulder any responsibilities while working as an individual or in team.

CAREER PROFILE/SKILLS:

- Managing business transactions from bookkeeping till finalization of accounts
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- planning work and time management
- Efficient and organized professional with extensive knowledge in accounting systems.
- Highly trustworthy, discreet, ethical and positive attitude.

CORE COMPETENCIES:

- Having good analytical skills & attention to details.
- Able to prioritize individual workloads according to deadlines.
- Confident attitude with proactive approach to work.
- Ability to manage multiple tasks simultaneously.
- Excellent communication skills oral and written.
- Reporting skills, Confidentiality, Time Management, Data entry management

PROFESSIONAL WORK EXPERIENCE IN UAE:

Organization: NSC CAPTIAL INVESTMENT LLC
Tenure: December 2018 Continue
Designations: Accounts Manager/Operation

Responsibilities as Operation Supervisor:

- **Managing All Aspects of Business operations.**
- **Participating in the Recruitment and staff Selection Process to insure to have capable staff.**
- **Planning and coordinating production.**
- **Handling the Logistic in order to insure smooth delivery process with minimum cost and efficiency.**
- **Supervision of the employees.**
- **Maintaining a clean Professional and safe working environment**
- **Making sure adequate stock availability to continue production without interruption**

Responsibilities as Accountant:

- Maintaining Assets Register and calculation of depreciation and amortization for Intangible Assets, Preparation of Trial Balance.

- Preparation of Monthly Management Accounts, Bank Reconciliation Statements, Assist in preparation of budgets & reports.
- Preparation of Annual Financial Statements including Balance Sheet, Profit & Loss A/c, Cash flows Statement, Statement of changes in Equity etc. Using software like Tally, Quick books, Peach tree and Microsoft Excel.
- Posting Journals, Accruals & Prepayments and maintain backup of data
- Prepares asset, liability, and capital account entries by compiling and analyzing
- Preparation of General Journal, and journal ledger and reconciliation of GJ with JL
- Handle Account Payable matters like payments, Quotations, Purchase order, Goods Received note, and Debit notes issued.
- Handle Account receivables matters like issue Invoices, receipts of cash/Cheques,
- Credit Notes issued Aging reports of receivable and payable.

PROFESSIONAL WORK EXPERIENCE IN UAE:

Organization: TRANSGAURD LLC
Tenure: 2017 to 2018
Designations: Accounts



Responsibilities as Accountant:

- Prepares asset, liability, and capital account entries by compiling and analyzing
- Preparation of General Journal, and journal ledger and reconciliation of GJ with JL
- Handle Account Payable matters like payments, Quotations, Purchase order, Goods Received note, and Debit notes issued.
- Handle Account receivables matters like issue Invoices, receipts of cash/Cheques,
- Credit Notes issued Aging reports of receivable and payable.
- Maintaining Assets Register and calculation of depreciation and amortization for Intangible Assets, Preparation of Trial Balance.
- Preparation of Monthly Management Accounts, Bank Reconciliation Statements, Assist in preparation of budgets & reports.
- Preparation of Annual Financial Statements including Balance Sheet, Profit & Loss A/c, Cash flows Statement, Statement of changes in Equity etc. Using software like Tally, Quick books, Peach tree and Microsoft Excel.
- Posting Journals, Accruals & Prepayments and maintain backup of data

Responsibilities as Administrator:

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- Keep stock of office supplies and placing order when required.
- Organizing, arranging and coordinating meetings.
- Sorting and distributing incoming and outgoing post.

PROFESSIONAL WORK EXPERIENCE:

Organization: AFFIX INTERNATIONAL
Tenure: March 2014 – 2017
Designations: Accounts Officer



Responsibilities as Assistant Accountant:

- Preparation of Invoices and purchase order
- Preparation of Balance sheet, Profit & Loss A/c, Cash flow statements.
- Credit control & liaising with customer & supplier to reconcile Debtors & Creditors Balances.
- Maintaining employee's payroll record.
- Period end closing and financial reporting.

Achievements:

- Computerizing all accounting data which was previously on paper
- Reduce paper work to increase efficiency and reliability

PROFESSIONAL WORK EXPERIENCE:

Organization: SHEIKH OF SIALKOT PVT LIMITED
Tenure: May2013 - SEPT2014
Designations: Accounts Trainee



Responsibilities as Accounts trainee:

- Posting general Entries of day to day business transaction
- Making invoices, purchase order and voucher
- Dealing with accounts payable and collecting from receivables
- Preparation of bank reconciliation statement on monthly basis
- Physically checking inventory and keeping records.
- Maintaining records and keeping that records safe
- Cheques writing
- Controlling petty cash and making payments of entertainment, stationery and other day to day expenses

ACADEMIC EDUCATION:

<u>DEGREE</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	University Of The Central Punjab	2014
Bachelor of commerce	University of the Punjab	2009

COMPUTER KNOWLEDGE & CERTIFICATES:

- Tally
- QuickBooks
- SAGE 50
- MS Office (MS Word, MS Power Point and MS Excel)

PERSONAL INFORMATION:

- **Father's Name** : Muhammad Younis
- **Date of Birth** :04/05/1987
- **Religion** : Islam