

Waqar Ali

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Status :- Currently On Job Seeker Visit Visa



Career Objective

Seeking a challenging position to utilize my professional experience where the Opportunity of experience and leadership is offered, in order to expand my sense Of responsibility, reliability, confidence, appreciation towards fellow workers, initiative. and special emphasis.

Profile Summary

An enthusiastic & hardworking personality with a hand on professional experience of 8 years. I am working in reputed banks and industries where i always fullfill my commitmetns, because of this i have developed my expertise and also gave me the exposure which is enablingme to perform my duties in such a way which can make turnarounds.

Skills & Abilities

- Target Oriented
- Ability to work individually & as a team
- Quick learner
- Meeting Dead Lines

Work Experience

Working as a **Business Development and Inventory Management Officer** in **Pak Wheels (Pvt) Ltd.**

(2022 To 2024)

PakWheels is a largest community-based company in pakistan. Providing automobile service in pakistan for selling and purchasing the cars.

Visit assign market on daily basic and ensure the entire stock is updated on company platform.

Giving brief introduction to the dealer and offering new product about company sales packages.

Conduct a meeting with existing dealer for timely renewal of contracts.

Checking the stock of existing dealer on daily basis.

Taking up a picture of dealer's available stock and upload it on Pakwheels platform.

Providing in-depth feedback to the assigned dealer by using Pakwheels tools and services in an effective way.

- Working as a **Accounts Officer** in **RAK Co. For White Cement and Construction Materials.**
(2012 To 2021)

❖ **RAK Co. For White Cement and Construction Materials** is manufacturing white cement for construction companies. As an Accountant i was directly reported to Accounts Manager of RAK White Cement, moreover my responsibility to keep all types of accounts transactions with use of system software.

- Process journal entries and perform accounting corrections to ensure accurate records
- Manage client billing to vendors, ensuring accuracy by comparing PO to invoice, and conducting bank/credit reconciliations.
- Conduct a detailed review of contracts and proposals to ensure 100% accuracy of all billing terms before execution.
- Preparing monthly financial report/statement.
- Keep record of petty cash, counting and balancing at the end of the month.
- Evaluated employee expense report and verified accuracy.

Education

Bachelor in Commerce	(Punjab University, Lahore)	Session: 2008
Intermediate in Commerce	(Board of Intermediate & Secondary Education)	Session: 2005
Matric	(Board of Intermediate & Secondary Education)	Session: 2002

ALL DOCUMENTS ARE ATTESTED

Computer Courses

- 3 Months diploma in “**Window Operating System, M/S Word, M/S Excel, M/S Power Point, Internet and E-mail, Computer Application in Business.**
- 2 Months diploma in (**COMMUNICATION SKILL IN ENGLISH**) Training Programe from Govt. College of Commerce Faisalabad, Pakistan.

Specialization

- 3 Months diploma in “**Computerize Accountant**” in “**Peachtree & Tally Software**” from Punjab Computer College, Faisalabad, Pakistan.

Personal Information

Date of Birth	: 15-06-1987
Nationality	: Pakistani
Marital Status	: Married
Languages	: English, Urdu

Reference

Will be furnish on request