

# MUHAMMAD WAQAS

Accounts & Audit | (+92) 334-6034772 | Multan, Pakistan | [mwaqas.shakeel@gmail.com](mailto:mwaqas.shakeel@gmail.com)  
[www.linkedin.com/in/muhammad-waqas-shakeel-9a873182/](https://www.linkedin.com/in/muhammad-waqas-shakeel-9a873182/)

## EDUCATION

<b>University of Southern Punjab</b> MS Business Administration (Finance)	<b>Multan, Pakistan</b>	<b>March 2021</b> Overall C GPA: 3.90/ 4.00
<b>Bahauddin Zakariya University</b> MBE	<b>Multan, Pakistan</b> Major (Business Administration & Finance)	<b>January 2016</b> Overall C GPA: 3.00 / 4.00

## TECHNICAL SKILLS

- |                      |                          |                        |
|----------------------|--------------------------|------------------------|
| • SAP FICO           | • Google Suite           | • Balance Sheet ( P&L) |
| • Quick Books, Tally | • Google Data Analytic   | • Taxation             |
| • Cloud Computing    | • Microsoft Office Suite | • Payroll              |

## INDUSTRY EXPERIENCE

<b>AL Waris Ind Pvt LTD</b> <i>Internal Auditor</i>	<b>Multan, Pakistan</b>	<b>July 2023 –</b>
<ul style="list-style-type: none"><li>Identified major control weakness and implementing corrective actions to achieve 95% compliance.</li><li>Led and executed Comprehensive risk based audits, resulting in identifying control weaknesses and facilitating management to implement corrective actions.</li><li>Identified discrepancies in 95% and 100% reconciliations, taking prompt corrective action to maintain 95% integrity</li><li>Identifying inefficiencies or fraudulent activities and helloing recovers funds or prevent losses.</li></ul>		
<b>Pak-Turk Maarif Int'l Schools &amp; Colleges</b> <i>Senior Accountant</i>	<b>Multan, Pakistan</b>	<b>Feb. 2015 – May 2023</b>
<ul style="list-style-type: none"><li>Provided Financial Performance reports as part of monthly reporting, monitoring data and Information processing to minimize errors by 90%</li><li>Evaluated 85% information to prepare realistic, balanced forecasts to inform sound economic decision making</li><li>Identified discrepancies in 95% and 100% reconciliations, taking prompt corrective action to maintain 95% integrity</li><li>Resolve invoice coding and tracked recurring expenses for accrual entry.</li></ul>		
<b>Bloom Field Hall Int'l School System</b> <i>Accountant</i>	<b>Multan, Pakistan</b>	<b>Jan. 2012 – Feb 2014</b>
<ul style="list-style-type: none"><li>Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions</li><li>Analyzed monthly balance sheet accounts for corporate reporting</li><li>Reconciled accounts from income and expense data to net worth</li><li>Create periodic reports comparing budgeted costs to actual costs</li></ul>		
<b>Al Haram Enterprises LLC</b> <i>Accounting Assistant</i>	<b>Dubai, UAE</b>	<b>Mar. 2010 – Dec 2011</b>
<ul style="list-style-type: none"><li>Prepare and maintain financial records, including ledgers, journals, trial balances, and reports</li><li>Prepare Assist with budget preparation and analysis, process Payroll, and monitor recovery.</li><li>Assist with accounts payable and accounts receivables</li></ul>		

## CERTIFICATIONS

- Certified Financial Accounting from IESE Business School University of Navarra Spain
- Certified Fraud and Forensic Examination from West Virginia University USA