

# MUHAMMAD WAQAS KHAN

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City Hospital Jhang Road Toba Tek Singh, Toba Tek Singh, Pakistan, 360 50

## OBJECTIVE

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Accountant with 6+ years of experience managing accounts and financial reports in a Hospital under Government of Punjab, Primary & Secondary Healthcare Department, Lahore, Punjab, Pakistan. I also served in audit and budget branch of Chief Executive Officer, District Health Authority, Toba Tek Singh. Highly analytical, result-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of Excel and QuickBooks. Analyzed budgets, financial reports and projections for accurate reporting of financial standing.

## EDUCATION

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### Bachelor General(BA)

Mar 2019 - Jan 2022

Allama Iqbal Open University Islamabad • Islamabad, Pakistan

BA Bachelor of Arts (BA) is a versatile and popular undergraduate degree program that provides students with a broad and well-rounded education in the humanities and social sciences. This degree is often chosen by students who are interested in a wide range of subjects and wish to develop critical thinking, communication, and analytical skills. The following description provides an overview of the Bachelor of Arts program, including its objectives, curriculum, potential career paths, and the benefits of pursuing this degree.

### FA (IT)

Sep 2015 - Sep 2017

Government Higher Secondary School Rajana • Rajana District Toba Tek Singh

FA (IT ) Completed in Computer Science From Board of Intermediate & Secondary Education Faisalabad.

### Computer Application

Feb 2015 - Apr 2015

Punjab Board of Technical Education Lahore • Toba Tek Singh

I have Completed Tevta Computer Application Short Course from Punjab Board of Technical Education Lahore.

### Diploma In Office Management

Apr 2014 - Jul 2014

The Best Computer College Toba Tek Singh • Toba Tek Singh

I have Completed Computer Office Management Diploma From The Best Computer College Toba Tek Singh

### Matric

May 2012 - Jul 2014

Government High School Chak No.361/GB • Toba Tek Singh

I have Completed Matric in Computer Science from Board of intermediate & Secondary Education Faisalabad.

## SKILLS

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### Skills

Languages: Advance / Fluent (C2 Level): English, Hindi/Urdu

Soft Skills• Problem solving.

- Written communication.
- Oral communication.
- Teamwork.
- Communication.
- Adaptability.
- Critical thinking.
- Time management.

Training:• Sales & Use Tax Workshop Training.

- Comprehensive Income Tax Training.
- Project Management Workshop Training.
- Tax Office Operations Manual Training.
- Ability to Analyze Data Training.
- Critical Thinking Skills Training.
- Accounting Organizational Skills Training.

### IT SKILLS:

- ADVANCE MICROSOFT OFFICE 365
- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINTS
- MS. IN PAGE
- MICROSOFT WINDOWS
- SAP TRAINING

## WORK EXPERIENCE

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### Accountant

Dec 2017 - Present

Muhammad Waqas Khan • Toba Tek Singh, Pakistan

### Experience

Accountant/ Senior Clerk December 2017 – Present

CHIEF EXECUTIVE OFFICER HEALTH DEPARTMENT

TOBA TEK SINGH Manage all accounting transactions

- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

- Hands-on experience with accounting software like FreshBooks and QuickBooks
- Advanced MS Excel skills including pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

## **AWARDS AND HONOURS**

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### **Certificate of Appreciation**

2020

i have recieved a certificate of apprician for my good performance in City Hospital Toba Tek Singh and Office of the Chief Executive Officer District Health Authority Toba Tek Slng.