

WAQAS ISHAQ

Managing Supervisor



About Me

Extremely motivated to develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas. Talented Manager with expert team leadership, planning, and organizational skills built during successful career. Smoothly equip employees to independently handle daily functions and meet customer needs. Diligent trainer and mentor with exceptional management abilities and results-driven approach.



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Al-Rigga Dubai

EXPERTISE

- Unimicro
- 24sevenoffice
- Ms.Office
- Marketing
- Staff Development
- Project Management
- Human Resources Management
- Cost Control
- Multitasking
- Customer Relationship Management
- Team building
- Hiring and Training
- Computer Skills
- Positive Attitude
- Operations Management

LANGUAGES

- English ★★★★★
- Urdu ★★★★★
- Punjabi ★★★

SOFTWARE

- Unimicro.no
- 24Sevenoffice.com
- Dnbregnskap.dnb.no
- Ms Office

INTEREST

Animal | Pet Keeping
Socializing
Travelling
Hiking

EDUCATION

National University of Modern Languages | Islamabad , PK
Master of Business Administration | Supply Chain Management
Sep 2018 - Jan 2020

Preston University | Islamabad, Pakistan

Bachelors of Business Administration | Marketing & Finance
Oct 2012 - 2016

EXPERIENCE

Managing Supervisor

M & N Regnskap Consulting (Smc Private Limited)

January 2019 - Current

- Working on 24sevenoffice & Unimicro web based software making financial Reports, bank reconciliation & Financial entries tax related
- Managing & supervising office & team
- Responded to inquiries from Norway office .
- Enhanced overall productivity by implementing targeted training initiatives for staff members.
- Maintained professional, organized, and safe environment for employees and patrons.
- Accomplished multiple tasks within established timeframes.
- Managed and motivated employees to be productive and engaged in work.
- Implemented effective record-keeping systems for clients, simplifying future tax preparations and improving organization.
- Prepared accurate federal, state, and local tax returns for individuals and businesses within required deadlines.

Accounts Manager

Bright Star Services

January 2016 - December 2018

- Maintaining daily cash flow
- Invoice & Quotation work
- Keeping Purchasing records
- Met with customers to discuss and ascertain needs, tailor solutions and close deals.
- Served customers with knowledgeable, friendly support at every stage of projects.
- Built relationships with customers and community to promote long term business growth.
- Built and strengthened long-lasting client relationships based on accurate price quotes and customer-centric terms.
- Managed payroll operations for team of 15-20 employees.

E-commerce Manager

Calyx Foundation (USAID-SCAFP) (ILOWA Training Program)

March 2017 - November 2017

- Web store maintaining & clients dealing
- Product Photography
- Training workshops for lady workers regarding product photography
- Marketing campaigns through Mohenjoz
- Prepared presentations for trainees
- Handled marketing communications.
- Managed social media accounts to boost company visibility, generating increased interest from prospective clients and customers.
- Contributed to a positive team environment by collaborating with fellow interns on group projects and presentations.

Customer Sales Representative (CSR)

Phonovo (SMC-PVT) LTD.

January 2016 - December 2018

- Entire inbound & outbound calls and sales procedure.
- Execute all actives and make correspondence relating to sale and calls.
- Back support office
- Data Entry
- Leads Provider