



WAQAS ALAM

Contact

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Email
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Personal Info

Nationality
Pakistani

Emirates ID#
784-1989-9443832-7

Visa Status
Residence Visa (Expiry Jul,2025)

Joining Period
Immediately

Religion
Islam

Date of birth
19th August, 1989

Marital Status
Single

Languages

English
Urdu

PROFILE

I have worked in accounting field for around 7 years and during this I worked on different IT tools such as MS Office and Oracle 9i based software. Additionally I have also worked in IT department for 5 years and developed my skills and experience in this field.

OBJECTIVE

A position offering the opportunity to utilize my Professional extensive education and experience in the field of accounting and IT, so that it may help the organization to obtain its mutual goals effectively and efficiently.

EXPERIENCE

- 2023 – today **Document Controller**
Smart Click Marine Equipment Repairing & Maintenance Est.
Dubai, United Arab Emirates (UAE)
- Maintain all documents related to customers.
 - Communicate with clients for required documents.
- 2014 – 2023 **Cashier**
Pharma Channel
Hyderabad, Sindh
- Responsible to perform all cash and bank transaction.
 - Look after receivable (customer credit bills).
 - Maintain cashbook and ledgers.
 - Create monthly payroll.
 - Create reports on excel spreadsheets.
 - Manage patty cash for daily in and out transactions.
 - Maintain customer and bank ledgers.
- 2010 – 2014 **IT Incharge**
Pharma channel
Hyderabad, Sindh
- Maintain daily basis invoices and send reports to all companies.
 - Maintain sales stock and purchases Reporting.
 - Manage customers.

ACADEMIC QUALIFICATION

- 2007 **Intermediate**
Board of Intermediate and Secondary Education (B.I.S.E)
Hyderabad, Sindh, Pakistan
- 2004 **Matriculation**
Board of Intermediate and Secondary Education (B.I.S.E)
Hyderabad, Sindh, Pakistan

TECHNICAL QUALIFICATION

- 2008 - 2010 **Three Years Diploma of Associate Engineer in Electronics**
Sindh Board of Technical Education, Karachi, Sindh, Pakistan.

TECHNICAL/IT SKILLS

- MS Office (Word, Excel, Powerpoint and Outlook)
- Oracle 9i based software
- Online transactions for invoices
- Strong Interpersonal skills
- Strong Communication skills
- Good Leadership skills.