

Waqas Nasir

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Lahore, Pakistan



waqas67

Work Experience

2020-Present ***Freelancer at Fiverr, (63 Accounting Projects completed)***

- **KW Transportation & Logistics LLC:** (June 2020-October 2021)
 - 1) Managing weekly payrolls and prepare paystubs of Amazon and Fedex drivers (calculate State taxes, other deductions)
 - 2) Preparation of invoices and liaising with organization team to fulfill business outstanding bills, invoices and other administrative tasks
- **Others: “Small Medium Enterprises” (47 accounting projects)**
 - 1) Preparation of financial statements
 - 2) Amazon and shopify businesses: bookkeeping (maintain ledgers, chart of accounts and generate reports for clients)

2015-2020 ***Accounts Officer, NESPAK, Lahore***

- Prepared annual consolidated Province-wise sales tax and income tax data
- Computed profitability and receivable report of Highways division
- Reconciled Highways division accounts with other divisions

2014-2015 ***Production and Planning Assistant, Blue Horizon (PVT) Ltd., Sialkot***

- Accurately logged all daily shipping and receiving orders
- Kept comprehensive records of store inventory and manage production unit

2011 ***Coordinator “SESEUY” Punjab Governmentt Project, The Bank of Punjab, Head Office, Lahore***

Education: Forman Christian College (A Chartered University), Lahore

2014 MBA- Masters in Business Administration

2011 BSc (Hons) Business (Specialization: Accounting & Finance)

Skills & Languages

- Computing: MS Office, SAP FICO (Pakistan Government Scholarship), QuickBooks online, Xero Accounting, logo designing
- Languages: English, Urdu and Punjabi

Hobbies

- Oil painting, reading, stamp collecting, gardening, adventure travelling
- Cricket, hockey, swimming, football

References: Available upon request