

WAQAS NASIR

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Lahore, Pakistan



waqas67

Work Experience

2020-Present ***Freelance Financial Accounting Specialist, Logistics Company US-based***

- Managing payroll and paystubs
- Preparation of invoices and liaising with dispatchers and drivers
- Uploading of invoices into factoring company and preparation of account receivable report

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
- Monitored the production processes and adjusting schedules as needed

2011 ***Coordinator, The Bank of Punjab, Head Office, Lahore***

- Worked as a coordinator on “SESEUY” Punjab government project
- Entered data of 76,000 applicants into excel database

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, QuickBooks, logo designing
- Languages: English, Urdu and Punjabi

Hobbies

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

References: Available upon request