MUHAMMAD WAQAR

PROFILE

To Get A Career Oriented Job In Professional Environment That Offers To Utilization Of My Education, Experience, Knowledge, & Skills. Also Provides Learning Opportunities To Keep Pace With Advanced Era''

PERSONAL DETAIL

Name	Muhammad Waqar
Father Name	Mehmood
Date Of Birth	04 March, 1996
Nationality	Pakistani
Passport No.	AR6323871
Religion	Islam
Language	Urdu, English, Arabic

CONTACT

+971563178637

mwkashmiri44@gmail.com

EDUCATION

Bise Mirpur AJK
(2013 – 2015)
Intermediate Of Commerce (I.Com), With 1st Division.

University Of The Punjab Lahore, Pakistan
(2015 – 2017)
Bachelor Of Commerce (B.Com IT), With 1st Division.

University Of The Central Punjab Lahore, Pakistan
(2017 – 2019)
Master Of Commerce (M.Com. Accounting & Finance) With 3.15 CGPA.

WORK EXPERIENCE

Velvet Home Trading (Cashier+Accountant)
(10 March, 2020 – Continue….)
Responsibilities:
- Manage All Accounting Transaction.
- Handling Daily Cash Receipt/Payment.
- Recovery Of Credit.
- Selling Of Goods & Outdoor Brand Marketing.
- Handling Inventory Control System.

Walton Tobacco Pvt. Ltd (Quality Inspector)
(01 August, 2019 To 31 Dec. 2019)
Responsibilities:
- Inspection Of Material & Prepare Material Inspection Report.
- Supervision Of Production & Guide About Quality Improvement.
- Reporting About Daily Production Quality.

Honda Empire (Interne)
(8 May, 2019 To 12 June, 2019)
4 Weeks Internship In The Accounts Department Of Honda Empire Mirpur AJK.

Minhaj Ul Quran Model School (Teacher)
(01 Dec, 2018 To 01 May, 2019)
5 Months Teaching Experience As A Math & Computer Teacher.

Bank Of AJK (Interne)
(21 Aug, 2017 To 21 Oct, 2017)
8 Weeks Internship In The Accounts Department Of Bank Of Azad Jhammu & Kashmir.

SKILLS

- Hands-On Experience With Accounting Software Like PACT, Peech Tree & Tally.
- Excellent Knowledge Of Accounting Regulations & Procedure.
- Strong Attention To Detail & Good Analytical Skills.
- Advance Excel Other Computer Applications Skills.
- Holding UAE Driving License.