WAQAS AHMED

**Address 1.**

House #2750 block A,

Abidabad Baldia town

Khi.

**Address 2.**

House # 35,

St# 14, Sector A,

Quyumabad korangi,

Road.

Karachi-75760

Cell # (+92)0333-3940213, 0336-3901514

E-mail: [waqasgemeni@yahoo.com](mailto:waqasgemeni@yahoo.com)

Competitive financial professional, having over 03 years of experience in managing financial reporting, consolidation and financial analysis process of firms, known for his commitment to achieving high level of accuracy using ethical work standards, as well as strong organizational, analytical and interpersonal skills..

# PERSONAL INFORMATION

Born June 15, 1986

Marital status: Single

# WORK HISTORY

05. 2013 - present MAKDA Industries, Karachi

Head of Business of Finance and Supply chain.

* Looking after the business activities of the company and assist to MD of the company.
* Handling the work of Executive Secretary.
* Looking after all the purchasing of yarn, accessories and others.
* Looking after the whole work of textile i.e. Local, CMT, and Export.
* Looking after all the hiring process in the organization.
* Looking the Payroll section.
* Preparing the final Accounts of the Company.
* Making journal entries along with postings in respective ledgers through the customized financial module of ERP system.
* Managing parties’ outstanding dues, receivables and payables
* Issuing cheques, handling payments received from parties
* Keeping track of bank accounts of the company
* Handling the payments of employees as well as the contractors
* E-filing of sales tax returns challan, working of sales tax refund claims and co-ordination with consultants
* Income tax return submission workings including trading account, balance sheet, partner’s capital account, wealth reconciliation, depreciation schedule etc.

10. 2012 – 04. 2013 Ameer industries (pvt) Ltd, karachi

**Accounts Executive and Head of Online Business.**

* Working with spreadsheets, sales and purchase ledgers and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Reconciling finance accounts and direct debits.

06.2012 – 09.2012 PAKISTAN INTERNATIONAL AIRLINES, KARACHI

**c**ustomer Services Executive (Hajj operations)

01.2009 – 06.2012 crescent degree college

Head of Department and Lecturer.

# EDUCATION

06 JULLY 2015 institute of business & TECHNOLOGY (ibt)

ENROLLED IN PHD.

10 MARCH 2015 institute of business & technology (ibt)

MS/M.Phil. IN BANKING & FINANCE & SCM HEC ISSUED EQUIVALENCE CERTIFICATE.

06.2012 – 01.2014 institute of business & technology (ibt)

MBA IN BANKING & FINANCE, BI MAJOR IN SCM

04.2008 –05.2012 institute of business & technology (ibt)

HONORS IN BUSINESS ADMINISTRATION IN FINANCE &

SCM

08.2005 –06.2007 KARACHI BOARD

FSC PRE.ENGINEERING FROM GOVT. COLLEGE SRE MAJEED

04.2003 –06.2005 KARACHI BOARD

MATRIC SCIENCE FROM PIA MODEL SEC SCHOOL KARACHI

# EXTRA CURRICULUM ACTIVITIES

**Achievements from Highly Official Authorities of Pakistan.**

* Awarded Gold Medal in Education.
* Awarded Gold Medal in research.
* President Chief Scout Award in 2003 (President Award).
* Awarded Quaid-e-Azam Scout Award from NHQ.
* Awarded Youth Form Award in Jamboree in Islamabad.
* Worked with Karvan-e-Karachi to save old buildings and got Karvan-e-Karachi Award.
* Worked to serve for patient in Hospital, awarded Hospital Service Award.
* Sirat-e-Mustaqeem Award, Conservation Award in Scouting.
* Cycling Award, Camping Award in Scouting.
* Active participation in Fatima Jinnah Rally in Islamabad, awarded certificates in different activities.
* More then 30 awards from highly official authorities of Pakistan.