



WAJAHAT ALI KHAN

Present Address: House No. 566, Street No. 19 Sector G-10/2, Islamabad

Permanent Address: Street Kachkool Abad, Duran Abad, District Mardan, Khyber Pakhtoonkhwa

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Profile:

A passionate individual with 13+ years of experience, Strong understanding of accounting & financial principles processes and practices. Have experience in Financial Planning & Control, Budgeting, Analyzing actual costs, Financial Reporting, and Auditing. : having experience in-office procedures, inventory records, developing staff personal files, staff training, supply management, staff and consultant contracts, staff leave record, mail handling, drafting various agreements, and drafting official letters for different correspondences...

QUALIFICATION:

- **MBA (Finance)** (02-12-2009 till 31-03-2011)
(Preston University, Peshawar)
- **B.COM (Bachelor of Commerce)** (06-01-2003 till 06-12-2006)
(University of Peshawar)
- **D.COM (Diploma in Commerce)** (03-04-2000 till 28-08-2002)
(Board of Technical Education, Peshawar)
- **S.S.C (Secondary School Certificate)** (08-05-1998 till 31-03-2000)
(Board of Intermediate and Secondary Education, Peshawar)

CAREER HISTORY:

1st March 2022 till date

Accounts Officer

Forefront Gold City, Mardan

www.goldcity.pk

- Maintain daily cash report and day-to-day expenses report on a regular basis.
- Responsible for verification of payment receipts.
- Responsible for clearing suspense accounts on daily basis.
- Responsible for recording receipts in a computerized system and issuing a receipt to customers.
- Responsible for bank book and monthly bank reconciliation statements.
- Preparing, checking, and verification of all vouchers i.e. CPV, BRV, CRV, and JV'S, and recording in quick book pro.
- Assist in Preparing of organization's quarterly and annual reports and assisting chartered accountants in preparing company accounts i.e. balance sheet, profit & loss account, etc.
- Preparing quotation comparison, work orders, and contracts/MOUS as per requirement.
- Any other task assigned by Finance & Admin Manager.

18 August 2014 to 31st March 2020

Finance and Administration Officer, Islamabad

Media Training & Research Centre-MTRC (Formerly known as Media House, Islamabad (Partner of DEUTSCHE WELLE (D.W) AKADEMIE, HEINRICH BOLL STIFTUNG (H.B.S), Friedrich – Ebert – Stiftung (F.E.S), Mediothek, Thomson Router foundation, GIZ, British High Commission, DAI, German Embassy and 20 Universities in Pakistan)

www.mtrc.org.pk

- Financial Reporting and Management, Annual and Monthly accounts report Project and Organizational Budgeting.
- Formulated financial policies carried out bookkeeping in Quick books

- Maintaining bank accounts and preparing monthly reconciliations, payments to vendors, keeping track of receivable and payable.
 - Maintaining fixed assets register. Liaison with project partners and donors for specified documentation and reports, coordination with partners and consultants.
 - Preparing Annual Financial Statements, supervising the planning process for engagement of auditors, and coordination with the audit team during the audit.
 - E-filing of tax deductions and filing of annual tax returns of employees and organization.
 - Financial reporting to project donors D.W, FES, HBS, USAID, Routerthomson, UNICEF, DAI, NDI, BHC, etc.
 - Staff contracts, office rent agreement, vendor agreements, leave record, inventory, and procurement process
 - Organizing Training and seminars, guiding administrative staff in organization training & Seminar
 - Any other task assigned by the Chief Executive officer.
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06 May 2013 to 30 July 2014

Assistant District Program Officer (AAWAZ Voice & Accountability Programme) - DAI/DFID

Aurat Foundation, Islamabad Pakistan

www.af.org.pk

- Assist district coordinator in coordinating the work of the AAWAZ program across three themes and PARR facility.
 - Support in the work plan implementation at the local level, i.e. village, U/C, Tehsil, and Distt.
 - Support in the identification, support, and facilitation work.
 - Collate information from different departments.
 - Assist district coordinator in branding and marketing of AAWAZ.
 - Ensure the quality of activities.
 - Visiting the field and participating in programme planning and review meetings.
 - Contribution to the generation of relevant knowledge from the programme and its sharing during inception as well all along the programme duration by collecting and writing testimonials, case studies, etc.
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1 August 2008 to 30 November 2012

Finance and Administration Manager, Peshawar

PACT RADIO-UK (Partner of FCO, IOM, USIP, DFID, USAID, Carnegie grants)

www.pactradio.com

- Preparing Monthly Financial reports internal and project reports.
 - Preparing CPV, BPV, BRV, CRV, and JV'S, general ledger, trial balances, balance sheet for financial reporting, and entries on quick book pro and PRPL computerized accounting software.
 - Preparing financial statements and bank reconciliation statements.
 - Ensure accurate calculation and distribution of salaries and other benefits to employees.
 - Assist Auditors in making company audit accounts on yearly basis i.e. 1st July to 30th June each year
 - Drafting of company rent, vendor, and consultant agreements.
 - Plans, develops and establishes policies and objectives of functions in accordance with the objectives of the organization.
 - Supervise Inventory, procurement, inventory, timesheets and stationery, etc. records.
 - Ensure registration requirements are kept current at all times and renewals.
 - Ensure the office is running smoothly and all types of equipment are in good working condition.
 - Ensure development of relationships and communication in the proper manner with local administration and civil society national & international organizations in the operation area.
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20 September 2007 to 31st July 2008.

Auto Finance Officer (ACBL), Peshawar

Askari Bank Ltd. Pakistan

www.askaribank.com

- Consumer banking for selling Personal loan, Smart Cash Master card & Mortgage Finance, Business Finance and Auto Loan
 - Responsible for selling the above products in the market to prospective customers including Askari bank's existing account holders.
 - Responsible for submission of weekly progress reports along with details of the actions taken through telephone calls, follow-up visits, reports, etc.
 - Responsible to achieved monthly sales targets in the stipulated time period.
 - Responsible for ensuring bank policies, regulations while processing consumer requests for all Askari Bank Products.
 - Responsible for submission of daily visit report to branch operation manager, branch manager.
 - Responsible for recording all transactions and consumer data regarding Auto Finance in Askari Bank computerized software.
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24 December 2004 to 30 September 2006.

Administrative Officer, Peshawar/Islamabad

INTERNEWS NETWORK, USA (USAID projects)

www.internews.org

- Bookkeeping "BPV, BRV, CPV, CRV & JRV's" of various types on Quick Book Pro.
 - Responsible for a track record of staff leave, Inventory Record, petty Cash.
 - Preparing of Bank Reconciliation Statement & Cash Statement at the end of the Month and assisting Finance Manager in monthly reports.
 - Responsible for Lodging, air ticket reservation, Logistics, etc. in the head office.
 - Responsible for all local procurement, staff contracts, rent agreements, consultant contracts, etc.
 - Responsible for organizing seminars, workshops, meetings, etc.
 - Responsible for the arrangement of seminars and meetings at all levels i.e. provincial or country office-related.
 - Perform the duty of logistic, accounts, and administration related tasks in emergency response projects i.e. Jazba e Tameer voice project of Internews funded by USAID for earthquake effectees of 2005 in Hazara division Abbottabad
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STRENGTH/EXPERTISE/SKILLS:

- Financial Reporting, Auditing and Compliance, Budget Development and Management
 - Critical thinking, decision-making, and problem-solving skills.
 - Result oriented: Ability to achieve the target within a given time
 - Excellent Communication skills
 - Statistical reports
 - Sales Tax, Withholding Tax and Income tax filling for individual
 - Effective time management
 - Quick Learner
 - Ability to work in a diversified environment.
 - Negotiating skills
 - Adaptability – Efficient under pressure, always meet deadlines.
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SOFTWARE AND IT:

- Microsoft Windows, Microsoft Office (Ms. Word, Ms. Excel, Ms. Power Point, Access)
- Good knowledge of IT equipment

Packages:

- Peachtree Pro. (Accounting Software)
- Quick Book Pro (Accounting Software)

REFERENCES: Will be provided upon request