

# WAQAS AHMED

(Admin & Accounts Officer)

Zubair Trading Co Ltd.

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## Career Objectives:

Dynamic and results-oriented Administrative Professional with over 9 years of demonstrated expertise in overseeing daily office operations, safeguarding confidential documentation, and managing inventory of office supplies. Proficient in effective communication, possessing exceptional organizational capabilities, keen attention to detail, and a proven track record of fostering teamwork within the office environment.

## Professional Summary:

- Having 9+ year of experience in Administrative and HR supportive role.
- 4+ year experience in Accounts and general Office Administration.
- Strong in MS Office (Word, Excel, Power Point) and customized housing projects data management software.

## Professional Experience Detail:

### **(1) Administration and Accounts Officer: Zubair Trading Co. Ltd (July 2022 to Present).**

- Handle business finances and assist in planning the budget with the help of finance and accounting supervisors and team members.
- Process bank deposits and reconcile financial statements.
- Prepare, send and store invoices and BL payments of shipping companies.
- Vehicles stock management.
- Report on the status of accounts payable and receivable
- Update internal accounting databases and spreadsheets
- Process Visa applications, tickets, Hotel and travel management for business tours.
- Property management and reports generation against collection of rental income and maintenance expenditures.
- Gather, analyze and interpret external and internal data and write reports.

### **(2) Admin/HR Officer: AL-Faisal Enclave Islamabad (January, 2015 to June 2022).**

- Provide administrative support to management and other staff, including scheduling meetings, managing calendars, and handling correspondence.
- Oversee day-to-day office operations, ensuring a well-organized and efficient work environment.
- Maintain and organize files, records, and documents. Ensure the safe storage and retrieval of important information.
- Serve as a point of contact for internal and external communication, including answering phone calls, responding to emails, and handling inquiries.
- Assist with various human resources tasks, such as recruitment, on boarding, and personnel record maintenance.

- Keep track of office supplies, order new supplies when necessary, and manage inventory levels.
- Ensure compliance with company policies, industry regulations, and legal requirements, and update policies and procedures as needed.
- Prepare reports and presentations, and submit necessary documents to senior management.
- Identify and resolve administrative issues and challenges that may arise during daily operations.
- Maintain accurate records of all administrative activities, including expense reports and office schedules.

**(2) Accounts Assistant: SUJO HUNZA Builders& Contractors. (2012-2014).**

- Record the income and payments and bank reconciliation.
- Petty cash and stock management.
- Manage Agent's Commission, Allowances & Payment schedule for Clients.
- Monthly Income and Expenditure Reports preparation.
- Maintaining client's personal files, payment record and keeping update their payment plans.
- Prepare staff monthly salary sheets.

**Computer & IT Skills:**

- MS Office: (Word, Excel, Outlook, Power Point).
- QuickBooks: (03 months Course Certification from DG Skills)
- Customized Software: (Housing Project Software).

**Education:**

▪ MPA:	Virtual University of Pakistan (CGPA 3.36)
▪ B.A(Eco.)	University of the Punjab.
▪ Intermediate F.sc.	AJK Board Mirpur.
▪ Matric:	AJK Board Mirpur.

**Personal Information:**

DOB : 26-05- 1994.

Domicile: Muzaffarabad (Azad Kashmir)

Languages Known: Urdu, English

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