

Waqas Ali Tahir

Cashier/ Accounts Officer

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waqas11ali@gmail.com

Other,
Quetta,
Pakistan


Summary

As a skilled team member with excellent interpersonal and communication skills, I am seeking a challenging position in the information technology and management field. With a Bachelor's degree in Commerce and several years of experience in various organizations, I am eager to contribute my expertise and drive towards achieving company goals.


Skills


Project Administration | Ability To Meet Deadlines | Accounting | Accounting Skills | Accounts | Accounts Management | Activity Coordination | Admin Analysis | Admin Assistance | Admin Management | Admission Handling | Advance MS | Excel | American Tax Knowledge | American Tax Laws Knowledge | Analytic Reporting | Analytical Skills | Appointment Dealing | Assessment Skills | Attendance Management | Budget Management | Budgeting and Planning | Business Analysis | Business Development Strategies | Business Process Management | Case Management | Cash Flow Management | Cash Handling | Child Protection Case Management | Child Protection Standards | Client Management | Client Relationship | Command on Excel | Communication and Coordination Skills | Communication Skills | Communications Skills | Community Mobilization | Complex Decision Making | Computer Literate | Computer Operations | Computer Proficient | Confidentiality | Configuring Software | Conflict Management | Coordination Skills | Coordination | Coordination And Monitoring Skills | Coordination and Networking | Coordination and Reporting | Coordination Skills | Corporate Accounting

Experience

Oct 2023 - Present  **Cashier/ Accounts Officer**
Toyota Quetta Motors, Quetta, Pakistan

Receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions .I efficiently managed financial transactions, balanced cash registers, processed customer payments, and maintained accurate records while ensuring compliance with financial regulations and providing excellent customer service

Apr 2023 - Sep 2023  **Accountant**
Popular Trading Corporation, Quetta, Pakistan

Receiving payments and issuing receipts, and keeping track of all cash and credit 

transactions .I efficiently managed financial transactions, balanced cash registers, processed customer payments, and maintained accurate records while ensuring compliance with financial regulations and providing excellent customer service

Feb 2021 - Mar 2023  **Quality Assurance Analyst/ Quality Advisor**
IBEX GLOBAL, Quetta, Pakistan

- 1.Quality assurance analyst is responsible for quality analyzing of the CSR.
- 2.Responsible for Quetta site office.
3. Having the team of 87 call agents.
- 4.Responsible for quality of providing services all over the Country.
- 5.Efficient use of Khanza pehel 911 portal.
- 6.Conducting a daily huddle session with call agents and guiding them about betterment of their mistakes.
- 7.Conducting a coaching session of low performing agents on daily bases.
- 8.Daily reporting about quality to concerns management.
- 9.Dashboard making and updating on daily bases.
- 10.Time Domain reflectometry TDR updating.
- 10.Huddle attendance updating and analysis on attendance in Excel.
- 11.At month end questions making for quiz to ensure all agents are updated about sops.
- 12.Taking quiz and result making in excel.

Jan 2021 - Dec 2021  **Data Analyst/ Team Lead**
MicroMerger (Pvt.) Ltd., Quetta, Pakistan

- 1.Data Analyst/Team Lead is responsible for data analysis & Generation Reports.
- 2.Responsible for the assign team of data entry operators.
- 3.Having A team of 10-15 employees .
4. Responsible for Data analysis and Generate the Comprehensive and optimize report using Data Analysis skills .
- 5.Efficient use of MCTB(missed Children Tracking Data base) and share the Reports to office focal Person that help in generating reports and planning.
6. Before Campaign, TL must have the micro plan of the assigned DEO's to plan out the task of data as per the expected tally sheets of each day.
7. Team lead is responsible to ensure the proper workload distribution Collect and compile data received by Field.
8. Assign and monitor Data Entry and validate correct entry by assigned team.
9. Generate the list of Missed Children and correct the spelling and required fields entered by DEOs.
10. Keep close communication with field staff for timely receiving data from field.
11. Communicate to DC(District co-ordinator) regarding project updates and reports
12. Maintain and update reports on time required by District coordinator/Focal Person.
13. After campaign responsible to track missed childrens send missed childrens compiled files for followup.
14. After communicating with field staff updating the followups files in MCTDB.
- 15.Ensure proper checking
- 16.Assigning team to find out the persistently missed children in data.

Jan 2020 - Dec 2020  **Data Validation Associate**
MicroMerger (Pvt.) Ltd., Quetta, Pakistan

- 1.Data Validation associate is responsible for data verification and data validation.
- 2.Responsible for the assign team of data entry operators.
- 3.Having A team of 10-15 employees .
4. Responsible for Data verification and data validation.
- 5.Efficient use of MCTB(missed Children Tracking Data base) and cleaning the data entered in data base to prevent mistakes which helps in generating reports and planning.
- 6.Helping team Lead in assigned works
7. Data validation associate is responsible to Assign and monitor Data Entry and validate correct entry.
8. Generate the list of Missed Children and correct the spelling and required fields entered by DEOs.
9. Keep close communication with team lead and district coordinator for timely entering data.
10. Communicate to DC(District co-ordinator) regarding updates
11. Maintain and update reports on time required by District coordinator/Focal Person.
12. After campaign responsible to track missed childrens send missed childrens compiled files for followup.
13. After communicating with field staff updating the followups files in MCTDB.
- 14.Ensure proper checking



15. Assigning team to find out the persistently missed children in data.

May 2017 - Dec 2019



Data entry operator

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

1. Data Entry operator is responsible for entering data in MCTDB (Missed children tracking database) 2. Data compiling and aligning the data of assigned UC (Union council) 3. Entering of NA and refusal childrens accordingly 4. Correcting the Form with the missed children data and updating on DB. 5. Responsible for work assigned by DVA/Team Lead.

Education

- 2019 **Allama Iqbal Open University**
Bachelors in Commerce
Accounting & Finance
CGPA: /0
- 2015 **BBISE**
Intermediate/A-Level
I.c.s, Intermediate/A-Level
Percentage: 55%
- 2011 **Federal Board of Intermediate and Secondary Education Islamabad**
Matriculation/O-Level
MATRIC IN SCIENCE
Percentage: 57%

Languages

Pashto
Beginner

Punjabi
Beginner

English
Intermediate

Urdu
Intermediate

