

WAQAR HASAN



Objective

To prove my congenial efforts for the betterment of the organization honesty and sincerity and rapid growth of my professional career.

Permanent Address:

Moh: shah block near city post office

Pakistan (Punjab)

Mobile No. 0552306112

E-mail: waqarhasan514@gmail.com

Working Experience in Five Moon Company limited

Working as Account Receivable & Sales since (2016 till date)

Main Responsibilities

1. Reconciliation of all customer and vender account
2. Creating the opportunities for the sales staff
3. Applying the new method in sales to increase the revenue
And how to meet the targets
4. Analysing the Market Trend and adopting new techniques or method according to customer behaviour
5. Balancing of al GL and transit accounts
6. Follow up with the payment and managing the controllable receivables
7. Four and half years working experience in SAP Software

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Working Experience in Mahd Al-buraq Travel Agency

Working as Accounts officer since 2013 till 2016 in Mahd Al Buraq Travel Agency

Working Experience in Bank Alfalah limited

Working as IT in charge since NOV 2004 to 2013 in Bank Alfalah Ltd.

Responsibilities

- Installation of New Hardware and Software
- Troubleshooting of LAN and WAN Problems
- Maintenance of all IT Equipment's
- Trouble shooting of main Software
- Configuration of router and Switch
- Maintenance of CCTV+Smoke Detector
- Running of day end and day start process
- Taking Reports every day and send to head office
- Trouble shooting of ATM Machines.

Working Experience in Bank Alfalah limited (Operation Department)

Working as IT in charge since NOV 2006 to 2013 in Bank Alfalah Ltd.

Responsibilities

- DD/TTR/PO/CDR issuance.
- Local/ Online Transfer.
- Clearing Inward/ Outward
- IBC/OBC Dealing
- Account Opening
- Reporting of Monthly Foreign Exchange returns to area office
Head office as well as state bank of Pakistan
- Inward foreign Remittance + Encashment
- Reporting of Financial return to Area Office, Head Office
- Reporting of all Accounts statement (H.O Product / Expense
Approval H.O Demand) to Head Office As well as Area Office

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RESUME

Training Courses

- Two Days Training Courses attend on Basics of Accounting
- One Day Training Course attend on Foreign Exchange Returns
- One Day Training Course attend on Account opening
- One Day Training Course attend on IT

Educational Background

- BCS
Allama Iqbal Open University
- CCNA
National Engineers Training Services Lahore
- FSc
Govt Degree College Jhang Saddar
- Matriculation
Govt High School Adhiwal Jhang Saddar

Professional Skills Profile

- Dynamic Presentation Skill
- Creativity
- Interpersonal Skills
- Adaptability

Language Proficiency

- English
- Urdu
- Punjabi
- Arabic

Reference

Reference will be furnished upon request.