

WAQAS AHMAD

Certified Public Accountant

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Certified Public Accountant (CPA) with 2 years of experience in accounting field. Proven expertise in financial reporting, tax preparation and participation in audit. Eager to learn and seeking a role as an accountant in a fast-growing environment, to use my skills and experience to help the company succeed.

EDUCATION

Certified Public Accountant

Mar 2021 - Sept 2023

The Association of International Certified Public Accountants, United Kingdom

Bachelor's Degree

Certificate No. 2272 / AP-R / 551812 - II

Membership No. ACPA (PRO) / AP-R / 2309-1391

Chartered Accountancy

Nov 2018 - Present

The Institute of Chartered Accountants of Pakistan

PROFESSIONAL EXPERIENCE

Ijaz Ahmad and Company - Pakistan

Oct 2021 - Sept 2023

Finance and Tax Department

➤ **Accounting & Finance:**

- Bookkeeping (journal entries, reconciliation)
- Financial statement preparation (balance sheet, income statement, cash flow statement)
- Account receivable and payable (customer invoices and vendor payments)
- Budgeting, forecasting and financial reporting
- Command on Excel

➤ **Taxation:**

- Registration of new entity in tax system
- Annual filing of income tax return
- Monthly sale tax return for registered business

SKILLS

• **Hard Skills:** MS Office, Ecommerce Business Management, Video Editing, Blogging, PC Assembly and Diagnostic Expert (Hardware and Software)

• **Soft Skills:** Detail Oriented, Attention to Detail, Accuracy, Team Planning, Coordination, Issue Solving, Analytical Thinking, Multiple Tasking, Honest and Trustworthy, Communication Skills

• **Meta Platform - Online**

Sept 2021 - Present

Ecommerce Business Manager

More than 2 years of experience in Online Business Management via Instagram

- Transactions management
- Daily sales entry in Excel including expense and profit/loss
- Customer handling and problem solving
- Quick response time with instant delivery of digital goods
- Having returning customers with positive feedback

CERTIFICATION

 **Amazon FBA Mastery**

Sept 2022 - Jan 2023

 *Enablers.org, Pakistan*

LANGUAGES

English | Urdu | Hindi | Punjabi | Pushto