



✉ **Nasir Waqas**

Credit Control Manager

Father Name: Ajab Din (Late)

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Sector G, Street# 2, Near Salam Masjid, New City Home, GT Road Peshawar.

Profile

I Enjoy working on my own initiative and in a team and can deal with administrative duties competently in a methodological approach. I consider myself to be analytical and inquisitive.

With that in mind, I have been working in a chartered Accountant practice firm to gain the necessary practical experience to enable me perform my duties more efficiently.

Key Skills:

- ✓ Strong hold on Microsoft word, PowerPoint and especially on MS Excel used mainly to perform audit procedures, e.g. verification of transactions, sampling, preparation of accounts, cross reconciliations etc.
- ✓ Extensive knowledge of accounting software, and its application in wider business areas.
- ✓ SAP
- ✓ ERP (Oracle Base) Software
- ✓ Quick Books
- ✓ Peach Tree
- ✓ MS Office

MAJOR EDUCATION

- **International Islamic University - Islamabad, PK**
MBA Finance (3.3/4.0) Feb, 2011
- **KPK Agricultural University - Peshawar, PK**
BBA (Hons) (3.3/4) Feb, 2010
- **Government College Peshawar**
Pre Engineering (70%) 2005
- **Higher Secondary School no. 1 Peshawar Cantt.**
Matriculation in Science (77%) 2002

EXPERIENCE

- **Kohi Noor Private Limited (Boss Home Appliances) (March 2023- Present)**
Manager Credit Control & Auditor
 - Wrote and implemented standard operating procedures for credit personnel to achieve consistency in unit operations.
 - Oversaw reporting, documentation and recordkeeping requirements for department.
 - Reduced past due balances and bad debt by coordinating collection efforts with customer service, sales and billing departments.
 - Check the credit limit of all dealers with Sales orders.
 - Analysis complete aging reports.
 - Manager Wise cash recovery reports.
 - Utilized deep understanding of industry best practices and legal requirements to prevent critical incidents.
- **Samsung Smart Zone Electronics (Pvt) Limited (March 2014-Dec-2022)**
Senior Accountant and Audit Executive
 - Reconciliation of ledger with all dealers in accordance with department and complete assignments timely in an efficient manner.
 - Process, verify and reconcile input documentation.
 - Reconcile and rectify dealer's ledger.
 - Reconcile accounts receivable records with sales invoices.
 - Maintain regular contacts with Head Office AR department for resolve the dealer's issues.
 - Reconcile and verify bank deposits and payments.
 - Maintain appropriate files, reports, documentation and data.
 - Ensure follow-up action as and when necessary.
 - Using ERP (Oracle Financials) Online software for Sale order, Delivery
 - Challan, Sale Invoices & Sale Return.
 - Updated general ledger with latest entries.
 - Reviewed documents and accounts for discrepancies and resolved variances.
 - Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
 - Reconciled balance sheets and streamlined best practices for balance sheet processes.

EXPERIENCE

- **aYs Electronics** (May 2013- March 2014)
(aYs Group of Companies)
Internal Auditor / Account Officer
 - Supervision of all audit works, i.e. Expense sheets, along with supporting documents, stock summaries, deposit slips, agility slips and preparations of receiving status report thereon.
 - Finalization of expenses reports of all branches of the Company with supporting documents and presents to management.
 - Monthly surprise visit of ware house and all of outlets stock count and all types of registers (In & Out).
 - Inspect of monthly cash movement and, reconciliation.
 - Supervision in Finalization of the inventory files with respect to pending stock transfers and sales deposit comparison and preparation of it summaries and reports.
 - Preparation of lease audit report and analysis on monthly basis.
 - Verification of monthly salary sheets.
 - Weekly cross check of stock movement among the outlets and warehouse.
 - Maintenance of Audit files.
 - Verification of all register i.e. stock in and stock out, stationery, gate pass and Goods receive notes.
- **Vincraft Private limited**
Accounts & Finance Officer (March 2013- April 2013)
 - To check and verify **delivery challans'** with software entry.
 - To conduct surprise **stock count** of finish good items, raw materials on random basis and on monthly basis.
 - To prepare **fixed asset listing**.
 - To make payments from **petty cash**.
 - To verify **salary sheet** of factory staff.
 - To keep update record of **E.O.B.I** and **E.S.S.I** relating to factory staff.