



## Choudhry Waqas

Manager Accounts & Tax (**Hanif Rajput**)

Education: Master's degree, Finance

Experience: 10 Years, 06 Months

Mobile Phone: +92 3470003004, +92 3335133753

Country: Islamabad, Pakistan

Email Address: [choudhrywaqas1@gmail.com](mailto:choudhrywaqas1@gmail.com)

**EXPERIENCE (10 YEARS, 06 MONTHS)**

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May-2023 – Present

**Manager Accounts & Taxation** at Hanif Rajput

**Location:** Islamabad, Pakistan

**Company Industry:** Hospitality

**Job Role:** Accounting and Auditing

- Direct Reporting to CFO.
- Responsible for Cash Flow, Budgeting, Revenue & Profit Growth, Costing, P&L Analysis, Management Perform financial, Purchases, Payable & Receivable, Bank Reconciliation, Ledger Reconciliation, Salaries Reconciliation, Taxation, Costing, Probability Reports
- Other Task which will be assigned by CFO.

March 2021 – April-2023

**Financial Controller** at Roomy Hotels Pvt Ltd

**Location:** Islamabad, Pakistan

**Company Industry:** Hospitality & Accommodation

**Job Role:** Accounting and Auditing

- Direct Reporting to CFO.
- Responsible for Cash Flow, Revenue & Profit Growth, P&L Analysis, Forecast & Department Budget, Financial Reporting
- Administer of Income Audit, Reconciliation, Receivable, Payable, Salaries, Cost & Purchase department.
- Filling of WHT & Sales Tax, on **FBR, KPRA, PRA**.
- Report on financial performance & prepare for regular management review.
- Responsible to make sure the complete compliance of Management Agreement.
- Analyze past results, performance variance analysis.
- Monitor & improve hotels operation costs and profitability.
- Other Task which will be assigned by CFO.

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October 2019 - February 2021

**Manager Accounts & Taxation** at Millennium Hotel

**Location:** Islamabad, Pakistan

**Company Industry:** Hospitality & Accommodation

**Job Role:** Accounting and Auditing

- Direct Reporting to Financial Controller
- Working on Tax, Uploading and filling on FBR, KPRA, PRA,
- Bank Reconciliation, Ledger Reconciliation, Salaries Reconciliation,
- Monitoring and Leading Audit, Costing, Payable, Receivable, Purchase, Store,
- Working and finalize the monthly Analysis's, Comparison and reports, Balance Sheet and Profit & Loss.

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February 2015 - September 2019

**Assistant Manager Accounts & Taxation** at Ramada Hotel

**Location:** Islamabad, Pakistan

**Company Industry:** Hospitality & Accommodation

**Job Role:** Accounting

- Reporting to Manager Accounts
- Working on Tax, Uploading and filling on FBR, KPRA, PRA,
- Bank Reconciliation, Ledger Reconciliation, Salaries Reconciliation,
- Monitoring Payable, Receivable, Purchase, Store,
- Working and finalize the monthly Analysis's, Comparison and reports, Balance Sheet and Profit & Loss.

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May 2013 - August 2014

**Accounts Assistant** at Amad Enterprises

**Location:** Lahore, Pakistan

**Company Industry:** Manufacturing

**Job Role:** Accounting

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**EDUCATION**

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**Appeared in ACCA (1<sup>st</sup> Module Cleared)**

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**Master's degree, Finance** (June 2012)

at International Islamic University of Islamabad

**Location:** Islamabad, Pakistan

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**Bachelor's degree, Commerce** March 2009

at Government Commerce College, - Khanewal

**Location:** Khanewal, Pakistan

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**Diploma in Commerce** March 2007

at Government Commerce College, - Khanewal

**Location:** Khanewal, Pakistan

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**High school or equivalent, Science** March 2004

at Science High School, Khanewal

**Location:** Khanewal, Pakistan

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**ADDITIONAL INFORMATION ORGANIZATIONAL Skills**

- Member of Organizing Committee of curricular activities in the University.
- Worked as organizer, in organizing team of the International Conference on "Pakistan, South Asia, and Muslim Societies"(International Islamic University Islamabad & FCCU Lahore).
- Worked as organizer, in organizing team of the Seminar on "Youth Leadership; Crisis & Challenges in Pakistan" • Member of Organizing Committee 1st Applied and 2nd Applied Business Research Conferences (IABRC) at International Islamic University of Islamabad.

## COMPUTER SKILLS

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- Tally.ERP9 Software, Munshi-9 & Munshi-10, Peachtree, Quick-Book, Mile-Stone.
- Adequate Knowledge in latest Windows Environment.
- MS Office.

## SPECIALTIES

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Budget and forecast	Cost Cutting
DECISION MAKING	Team Leadership
Supply Chain	Manufacturing Target
Commitment	Punctuality
Hardworking	

## LANGUAGES

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<b>Urdu</b> Level: (Expert)	<b>English</b> Level: (Good)	<b>Punjabi</b> Level: (Good)	<b>Saraiki</b> Level: (Good)
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## PERSONAL INFORMATION

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**Date of Birth** 17 August 1988 (Age: 34) Gender Male  
**Nationality** Pakistan  
**Residence Country** Islamabad, Pakistan  
**Visa Status** Pakistan Citizen  
**Marital Status** Single  
**Number of Dependents** 3  
**Driving License** Issued from Pakistan