



SYED WAQAS ALI SHAH

FINANCE AND ACCOUNTS EXECUTIVE

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Professional Summary:

A graduate having a First-class Master's in Commerce from Abdul Wali Khan University, Mardan. Excellent interpersonal abilities and possess a wide range of technical and practical skills. An effective team player who can easily get along with others and bring a flexible approach to work. Have that never give up attitude that helps to work in high pressure challenging work environment.

Professional Experience:

Organization: Suzuki Mardan Motors, Mardan

Tenure: Aug 2022 to Present

Designation: Accounts Executives (Assistant Accounts Manager)

Organization: Himmeltech Pvt.ltd, Hayatabad, Peshawar

Tenure: Nov 2017 to Oct 2021

Designation: Accountant

Organization: Govt: Technical and Vocational Center, Mardan.

Tenure: July 2014 to June 2016

Designation: Field Officer

Organization: Iqra Trust, Hayatabad, Peshawar

Tenure: Oct 2012 to May 2013

Designation: Field Officer

Organization: Vertex College, Mardan

Tenure: Sept 2009 to May 2013

Designation: Accounts assistant (Mostly clerical work e g: Book keeping)

Academic Qualification:

LEVEL OF EDUCATION

EXAMINING BODY:

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|-------------------------|--|
| • M.com
2012 | Abdul Wali Khan University, Mardan, KP, Pakistan |
| • B.com
2010 | University of Peshawar, KP, Pakistan |
| • Intermediate
2008 | BISE, Mardan. |
| • Matriculation
2006 | BISE, Mardan. |

COMMUNICATION AND PROFESSIONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Flair to organize & prioritize tasks to meet deadlines.
- Ability to manage multiple projects with minimal supervision.
- Have a good level command over English and Urdu Languages.
- Remarkable planning and organizational skills.
- Can coordinate with the consultants, Subcons and clients and informed them of the progress of the project.
- Can perform project supervision and monitoring.

ADDITIONAL SKILLS: LEVEL

OF EXPERTISE

- **MS Office** (All versions, esp. MS Word and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations)
- **Computer Based Accounting Software** (Peach tree, Quick Book, Tally)
- **Installation** (All Software's, Hardware)

INTERESTS AND HOBBIES:

- Hobbies include anything to do in arts, music, and poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, and creative activities.

PERSONAL DOSSIER:

Father's Name: Syed Mahmood Shah
Date of Birth: 25-05-1990
Religion: Islam
CNIC : 16101-9753592-9
Postal Address: Orchard Villas Town, Street#05, House#69, Mohbtabad Patak, Mardan, KP
Languages Known: English, Pashto and Urdu

REFERENCES:

Will be Available on Demand.