



Wajid Hussain

Passport: QE6911501 **ID:** 71501-8980150-1 **Work permit:** Pakistan **Nationality:**

Pakistani **Date of birth:** 02/07/1997 **Place of birth:** Gilgit, Pakistan **Gender:** Male

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ABOUT MYSELF

Motivated commerce graduate with hands on experience in administration, bookkeeping, and cash handling. Skilled in managing daily office operations, maintaining financial records, and supporting organizational workflows with accuracy and professionalism. Experienced in using accounting tools and Microsoft Office applications. A proactive team player with strong communication skills, committed to delivering reliable work and contributing positively to the organization.

EDUCATION & TRAINING

BS Commerce

Federal Urdu University of Arts Science and Technology Karachi [05/03/2019 - 07/06/2023]

City: karachi | **Country:** Pakistan

Field(s) of study: Accounting and Finance:

Studied core subjects of Accounting and Finance with a focus on financial recording and analysis.

Gained strong understanding of double-entry bookkeeping, financial statements, and cost accounting.

Learned principles of corporate finance, budgeting, and business decision-making.

Developed skills in handling accounts, cash flow, and financial reporting.

Built a solid foundation for practical work in bookkeeping, finance, and business management.

Intermediate

karachi board [08/05/2017 - 10/07/2018]

City: karachi | **Country:** Pakistan

Field(s) of study: Arts and humanities :

Matric

Federal Board [05/02/2013 - 09/04/2014]

City: Gilgit | **Country:** Pakistan

Field(s) of study: Science:

WORK EXPERIENCE

T.tech private limited - Pakistan, Gilgit

Office administrator

[05/10/2023 - 07/03/2025]

Managed daily administrative operations, documentation, and office coordination.

Handled staff attendance, scheduling, and internal communication.

Maintained office records, files, and inventory with accuracy.

Assisted management in organizing meetings, reports, and workflow tasks.

Provided support for bookkeeping activities, data entry, and customer inquiries.

T.tech private limited - Pakistan, Gilgit

General bookkeeper

[05/06/2025 - 08/09/2025]

Completed a practical bookkeeping course with hands-on training in financial record management.

Learned to prepare journals, ledgers, cash books, and reconciliations accurately.

Gained working knowledge of accounting software such as QuickBooks, Zoho, and Xero.

Developed skills in managing invoices, expenses, and basic financial reports.

Strengthened understanding of double-entry accounting and business finance workflows.

SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Team-work oriented | Social Media | Organizational and planning skills | organise business documents | company policies | use office systems | perform office routine activities | plan schedule | file documents | ensure proper document management | keep task records | use microsoft office | fill out forms | LinkedIn

CERTIFICATIONS

[T.tech Private Limited, 01/11/2025]

Bookkeeping and Accounting Recently completed a certified bookkeeping course, gaining practical skills in financial record management.

Trained in using **QuickBooks, Zoho, and Xero** for data entry, account reconciliation, invoicing, and expense tracking.

Confident in applying bookkeeping principles to maintain accurate ledgers and support smooth financial operations.

Mode of Learning: Presential

HONOURS AND AWARDS

[10/09/2022] AL SADIQ Institute

Riba Free Pakistan Participated in the “**Riba Free Pakistan – Step Towards Islamic Banking**” seminar organized by **Al Sadiq Institute**.

Gained awareness about Islamic financial principles, interest-free banking models, and Shariah-compliant economic practices.

Learned how Islamic banking promotes ethical finance, transparency, and a sustainable economic system.

[07/04/2019] Karachi University

Business Research Attended a **Business Research Conference** at the **University of Karachi**, focusing on modern research trends and business methodologies.

Gained insights into data-driven decision-making, market analysis, and emerging business strategies.

Learned how research supports innovation, organizational growth, and strategic planning.

Enhanced understanding of academic research processes, presentations, and professional networking.

[22/02/2024] Federal Urdu University Karachi

MATH POWER TO INDUSTRY SERIES 2 Attended the **Math Power to Industry Series 2** awareness session on **Islamic Banking**, organized by LAMDA Al Khwarizmi DIU Unit, MSRC, and the Department of Mathematical Sciences (FUUAST).

Seminar conducted in collaboration with the **National Institute of Banking & Finance** and **GC University Hyderabad**.

Gained insights into the role of mathematics and data analysis in modern Islamic banking systems.

Learned about Shariah-compliant financial models, risk management, and ethical banking frameworks.

Improved understanding of how mathematical tools support financial decision-making and industry-level

banking solutions.

[20/03/2023] Federal Urdu University

FUTURE WITH TECHNOLOGY (Data Science, Cyber Security) Attended the “Future with Technology (Data Science & Cyber Security)” seminar organised by the **Mathematical Science Research Centre, Federal Urdu University, Karachi.**

Gained insights into emerging technologies in data science, cyber security, and their applications in industry. Learned about data analytics, machine learning, and modern techniques for securing digital information. Explored how technology drives innovation, efficiency, and risk management in various sectors. Enhanced understanding of practical tools and strategies for leveraging technology in professional and academic settings.

[12/12/2025] HP LIFE

strategic planning How to develop a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis and how to use SWOT results to select the most effective strategies for business success.

ONLINE COURSES

[21/12/2025 - 21/12/2025]

Strategic Planning

How to develop a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis and how to use SWOT results to select the most effective strategies for business success.t

[20/12/2025 - 20/12/2025]

Basics of Finance

How to categorize business expenses, how to calculate the Break even point of a business and how to develop spreadsheets to make financial calculations easier.

[21/12/2025 - 21/12/2025]

Inventory Management

How to manage inventory successfully and how to use and choose the best technology to manage inventory in their business.

[19/12/2025 - 19/12/2025]

Financial Globalization, Capital Flows and the Global Financial Cycle

[19/12/2025 - 19/12/2025]

Governing Sustainable Finance

[19/12/2025 - 19/12/2025]

Infrastructure Financing Foundations

[19/12/2025 - 19/12/2025]

Financial Integration in Southeast Asia

[19/12/2025 - 19/12/2025]

The Role of Central Banks and Financial Supervisory Authorities in Governing Sustainable Finance

[31/12/2025 - 31/12/2025]

Basics of International Human Resource Management

[31/12/2025 - 31/12/2025]

Fundamental of Cost Accounting and Environmental Management Accounting

[31/12/2025 - 31/12/2025]

Basics of Operations and Project Management

LANGUAGE SKILLS

Mother tongue(s): SHINA | BRUSHASKI

Urdu

LISTENING: C2 **READING:** C2 **WRITING:** C2

SPOKEN PRODUCTION: C2

SPOKEN INTERACTION: C2

English

LISTENING: C1 **READING:** C1 **WRITING:** C2

SPOKEN PRODUCTION: C1

SPOKEN INTERACTION: C2