

MUHAMMAD EHTESHAM NAWAZ AWAN

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OBJECTIVE CAREER

My career intent is to seek an exigent position in an organization where I can effectively utilize the education & Experience I have attained and be given the prospect to proficiently grow within the sphere of identified responsibilities

PERSONAL PROFILE

Date of Birth	29 th July, 1988.
Status	Married
Nationality	Pakistani
Id Card No	17301-4214906-5
Passport No Driving	AU19619063 (Expiry 2026)
Driving License Pak	HTV /PSV (Expiry 2028)
Driving License Uae	1118731 (Expiry 2026)
	(Issue date 2016)

PROFESSIONAL EXPERIENCE

Safina Building Maintenance L.L.C UAE

Accounting Cleark (Joining 10th September, 2022)

Responsibilities

- Documents Controller
- Store keeper
- Preparation of vouchers, cheques and deals in salaries accounts with the banks.
- Keeping soft record of all financial statements and reports.
- Maintaining Cash book and Stock register.

BIN SAAD ENGEENERING LLC (PVT) UAE

Office Assistant (Joining 20th August, 2015)

Responsibilities

- Documents Controller
- Preparation of NOC
- Preparation of monthly expenses, bills & other clearance.
- Maintaining Cash book and Stock register.

TANZEEM LISSAAIL-E-WAL MAHROOM ORGANIZATION FOR THE INDIGENT AND THE DISPOSSESSED Person
CHIEF MINISTER'S SECRETARIAT KPK PESHAWAR - PAKISTAN
Admin & Accounts ASSISTANT (joining 9th November, 2021)

Responsibilities

- Initiating and processing of all Admin & Accounts files.
- Keeping the full record/personal files of all employees of the organization.
- Preparation of vouchers, cheques and deals in salaries accounts with the banks.
- Preparation of budgets and allocations.
- Reconciliation with other sectors of the organization as well as with the Banks.
- Maintaining Cash book and Stock register.
- Assisting the Accounts Officer in preparation in financial statements and reports.
- Keeping soft record of all financial statements and reports.
- Preparation of monthly salaries as well as deduction from employees i.e GP funds, Income Tax and Pension Contribution etc.
- Letters/Drafting for Administration Accounts Department.

EASY PAISA TELENOR

Bussiness Development Officer (Joining 20th February , 2019)

Responsibilities

- Make Accounts.
- Market Visit.
- Check up on other BDO,s

PROFESSIONAL QUALIFICATION

Bachelor

Institute University of Peshawar, KPK - Pakistan

Diploma in Bussiness Administration

Institute Peshawar Degree College of Business and Commerce Peshawar KPK - Pakistan

COMPUTER SKILLS

- 1- Microsoft Office
- 2- Windows XP, Win 98, Wind 2000, Wind 7, Installation & Troubleshooting
- 3- Good knowledge of PDF
- 4- C.I.T

LANGUAGE PROFICIENCY:-

English, Urdu, Pashto, Punjabi & Hindko.

PERSONALITY TRAITS

Energetic and highly analytical
Well versed with all office procedure & equipments
Excellent Interpersonal and Communication skill, Assertive, Honest and Hardworking
Ability to work under pressure and as a leader of team.
Ability to gain result of any assignment given by the organization.