

# Hafiz Muhammad Jawad

Cell: 050-1757008  
Email: [hmjawad97@gmail.com](mailto:hmjawad97@gmail.com)  
Address: Abu Dhabi, UAE.  
Visa: Visit visa



## CAREER OBJECTIVE

To work in dynamic, innovative and challenging environment for implementation of professional knowledge in the field of Accounts & Admin as well as personal goals.

## FIELDS OF INTEREST

**Accounts / Admin / PRO/Data Entry**

## WORKING EXPERIENCE AND PROFESSIONAL EXPERIENCE

Sr#	Company Name	Business Type	Position / Post	From - To
1	Al Wafa & Al Safa General Maintenance LLC	Concrete Core Cutting & Scanning	Accounts & Admin Assistant/Data Entry	July 2022 to June 2023
2	The House OF Accounting & Science	Education Institute	Teaching & Admin/Account	January 2020 to May 2022
3	Stars High School & Colleges	Education Institute	Data Entry & Documents Controller	January 2017 to December 2019

## ACADEMIC QUALIFICATION:

- Matric
- Intermediate
- Bachelor of Arts

**Al Wafa & Al Safa General Maintenance LLC.** Abu Dhabi, UAE from 26 June 2022 to till date.

(Rental Equipment's, Coring, Cutting, Scanning & Contracting)

## JOB DESCRIPTION AS AN ACCOUNTS & ADMIN OFFICER

- Prepare sales invoice on daily and monthly basis for coring & cutting.
- Prepare Daily sales report, Expense, credit details and it report to Finance Manager.
- Handling of inquiries, prepare quotations & Local purchase order.
- Follow up for receivables from customer.
- Making payments of vendors.
- Preparation of Receipts, Payments vouchers.
- Reconciliation of sales account and cash book.
- Visa processing of new employees and renewal of visas.
- Maintain the file record of all employees i.e. passports, visas, contract etc.
- Prepare staff payroll via WPS.
- Gratuity and leave salary calculation.
- Maintain the files record of each accounts & Projects.
- Handling of petty cash.
- Purchase check through purchase order, invoice, and GRN follow by date, Rate, Quote, Discount and credit days.
- Dealing with customer and contractors.
- Maintaining the fixed Assets Register.
- Utility bills payments of the company.
- Insurance of vehicles

## **JOB DESCRIPTION AS AN ACCOUNTS CLERK**

- Preparation of fee challan, collection of student fee.
- Fee Deposit to bank.
- Registration of new students.
- Reconciliation of cash book.
- Reconciliation of students.
- Student's event arrangements.
- Petty cash handling.
- Preparation of staff payroll.
- Utility bills payments Of Institute.

## **COMPUTER SKILLS**

- Three months of MS Office course (MS-Word, MS-Excel, MS-Power Point, Inpage) from Skill Tahir Group Of Schools & Colleges.

## **PERSONAL PROFILE**

Father's Name: Fayaz Ahmad  
Date of Birth : 23 November1995  
Marital Status : Single  
Gender : Male  
Religion : Islam  
Nationality : Pakistani

## **LANGUAG**

English, Urdu,  
Speak, Write, Writing

## **POSSPORT DETAIL**

Passport NO: HH8672501  
Issue Date: 29 October2021  
Date of Expiry: 28 October  
2026  
Issue of Country: Pakistan

## **DECLARATION**

I hereby declare that all the information given above is true to the best of my knowledge and belief character references will readily furnished upon request.

**REFERENCE** Will be furnished on required.