



# MUHAMMAD FAHAD NAWAZ

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Building No. 2035, Flat No. 102. Sharjah, UAE

Looking for an opportunity in a reputable organization to be a part of its distinguished team where I can participate in the progress with my skills and excel in my career. I am a hardworking, keen, and confident person. I can get along well with people and work either on my own or in a team under hard pressure and circumstances.

Applying For: DATA ENTRY OPERATOR / OFFICE ASSISTANT / STOREKEEPER

## EXPERIENCE

NOV 2022-  
OCT 2023

*NEW CAPITAL CONSULTING, SANABIS, BAHRAIN*

**Designation: Data Entry Operator**

**Responsibilities:**

- Entering data and posting of invoices
- File preparation
- Handling Bank Deposits
- Bank Reconciliation
- VAT Calculations
- Inventory Management

NOV 2020-  
NOV 2022

*BAHRAIN SERVICES & MAINTENANCE COMPANY (BASMA), BAHRAIN*

**Designation: Security Guard**

**Responsibilities:**

- Checking the Building
- Access Controlling
- CCTV Monitoring
- Daily Reporting
- Arrangement for VIP Visitors

## EDUCATION

2015-2016

**DIPLOMA IN INFORMATION TECHNOLOGY**

Government College of Commerce, Haripur, Pakistan

2014-2016

**DIPLOMA IN COMMERCE**

Government College of Commerce, Haripur, Pakistan

2012-2014

**MATRICULATION**

New Garden Public School, Haripur, Pakistan

## TECHNICAL SKILLS

- Bahrain Driving License
- Accounting Software
  - Zoho
  - Quickbook
  - Telly
  - Busy
  - Focus
  - Odoo
- Microsoft Office
- Optical Fiber Splicing

## PERSONAL SKILLS

- Positive Attitude
- Good Communication Skills
- Teamwork
- Willingness to learn
- Good time management
- Languages (Urdu, English)

## PERSONAL INFORMATION

- **Father's Name:** GUL NAWAZ
- **Gender:** Male
- **Date of Birth:** June 30, 1998
- **Nationality:** Pakistani
- **Religion:** Islam
- **Marital Status:** Single
- **Nationality:** Pakistani
- **Passport No.:** FF9616162
- **Current Visa:** Visit Visa
- **Visa Validity:** Valid till 25<sup>th</sup> March 2024

## REFERENCES:

Will be provided on demand