

HAFIZ MUHAMMAD JAWAD

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Address: Abu Dhabi UAE.
Visa: Freelance 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/Reception

PROFESSIONAL EXPERIENCE

Sr#	Company Name	Business Type	Position / Post	From - To
1	Toronto General Transport	Mobile Cranes	Data Entry & Admin Assistant	July 2023 to Till Now
2	Al Wafa & Al Safa General Maintenance LLC	Concrete Core Cutting & Scanning	Accounts & Admin Assistant	July 2022 to June 2023
3	The House of Accounting & Science	Educational Institute	Teacher & Admin Officer	January 2020 to May 2022
4	Stars High School & Colleges	Educational Institute	Data Entry & Documents Controller	January 2017 to December 2019

Responsibilities:

Toronto General Transport:

- Preparation of invoices.
- Follow up for receivables from customer.
- Making payments to vendors.
- Preparation of Receipts, Payments vouchers.
- Control and organize office supplies stock.
- Manage important and confidential company documents.
- Provide support to clients and employees.
- Review and update office policies as needed.
- Create reports on expenses and office budgets on a regular basis.
- Manage correspondence (including letters, emails and packages), arrange travels and accommodations.
- Create reports and presentations with statistical data as assigned.
- Handling of petty cash.

Al Wafa & Al Safa General Maintenance LLC:

- 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 and cashbook.

- 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.
- 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.

The House of Accounting and Science:

- Teaching.
- Preparation of fee challan, collection of student fees.
- Fee Deposit to bank.
- Registration of new students.
- Reconciliation of cash book.
- Event Arrangements.
- Petty cash handling.
- Preparation of staff payroll.
- Handling of Utilities payments.
- Any other Admin work according to my job deed.

Stars High School and Colleges:

- Prepare, complies, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Uses basic office equipment (photocopy machine, etc.)
- Inventory Documents Controlling.
- Preparation of Goods Receiving Notes.
- Preparation of Rejections in and out.
- Preparation of Quotations.
- Preparation of Purchases.
- Admin Maintenance work according to my job deed.

ACADEMIC QUALIFICATION:

- Matriculation.
- Intermediate.
- Bachelor of Arts.

COMPUTERSKILLS

- MS Office course (MS-Word, MS-Excel, MS-PowerPoint, Inpage) from Skill Tahir Group Of Schools & Colleges.

PERSONALPROFILE

Father's Name: Fayaz Ahmad
Date of Birth : 23 November
1995 Marital Status : Single
Gender : Male
Religion : Islam
Nationality : Pakistani

LANGUAG

English, Urdu and Punjabi

POSSPORTDETAIL

Passport NO: HH8672501
Issue Date: 29 October, 2021
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 demand.