

MUHAMMAD PERWAIZ

Looking forward for an opportunity to contribute in growth and profitability of an aggressive, fast growing, dynamic organization where my qualification, innovative skills, creative talent, technical and professional skills can be utilized for the growth of professional career



Deira Dubai near Kabul Darbar UAE

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SUMMARY:

ACADEMIC CREDENTIALS:

Bachelor of Commerce from the Federal Urdu University of Pakistan (2013).

Intermediate (Commerce) from Federal Urdu College (2001).

Matriculation (SCI) from Allama Iqbal Higher Secondary school (1999).

PROFESSIONAL EXPERIENCE:

Position: Accountant

Company: EMAN DAD Textile trading L.L.C (UAE)

Period: October 2021 to Till Working

Position: Customer Relations Executive / Cashier

Company: ALAHALIA MONEY EXCHANGE BUREAU (UAE)

Period: April 2018 to July 2020

Responsibilities:

- Handling incoming / outgoing calls, correspondence, cheques and filing
- Supervising the work of office juniors and assigning work for them
- Ensuring transactions are completed in an efficient manner with a high level of accuracy
- Track and maintain weekly attendance and annual leave vacation records.
- Work directly with managers.
- Maintain all equipment and office supplies to ensure smooth office operations.
- Reservation & Ticketing from Pak Bolan Air Travels Accounts Debtor & Party Account from Pak Bolan Air Travels Managing daily post in and out.
- Receiving and processing all invoices, expense forms and requests for payment

- Maintains a cash float and follows balancing and reconciling procedures
- Review expense reports and cash advances
- Prepares daily 'End of Day' sheet at the close of each business day.
- Worked with Accounts Payable / Receivable team
- Monitoring customer accounts for nonpayment and delayed payment
- Prepare payments for signature.

KEY SKILLS AND COMPETENCIES:

• Strong Work Ethic

Adaptability and Flexibility

• Negotiation & Persuasion

Team Handling

Conflict Resolution

COMPUTER PROFICIENCY:

- Ms Office : MS Excel and MS Word
- Accounting Software : Tally
- Hardware : Trouble shooting, assembling, installation.
- Typing speed : 45 words per minute

PERSONAL PROFILE:

Father's Name : Imam Buksh

Date of Birth : 18 July 1983

Marital status : Married

Religion : Islam

Nationality : Pakistani

N.I.C : 42301-0749355-5