



ABDUL QADOOS

"Invoicing Clerk"

PERSONAL DETAILS:

CONTACT:

+ 971505346815
qadoosalghazi@gmail.com

NATIONALITY:

PAKISTAN

VISA STATUS:

Valid employment visa

AGE:

21 YEARS

PASSPORT DETAILS:

NO#AJ4416781

Date of expiry: 02-09-2028

DRIVING LICENSE DETAILS:

Category: Light Vehicle

Date of Issue: 01-05-2024

Place of issue: Dubai

LANGUAGES:

English & Urdu

"CURRICULUM VITAE"

OBJECTIVE: Seeking a challenging and rewarding position in organization where my abilities and potential can be effectively utilized and which offers opportunity for professional development and performance based growth.

EXPERIENCE:

- **AL GHAZI TRAVELS NAD TOURISM (Dubai)**
Invoicing clerk from **Jan 23, 2024** to till date.

Job Description :

- Entering and reporting exact data to main system and making invoices along with generating daily sale reports in software.
- Handling cash and keeping records of all transactions done throughout to keep account balance maintained.
- Assisted accounts receivable in collecting from severely delinquent accounts

EDUCATION:

- Matriculation from **BISE RWP** with **97%** Score
- Fsc from **BISE RWP** with **86.18%** Score
- Computer course (**MICROSOFT OFFICE**)

DECLARATION:

I hereby solemnly declare that the above mentioned information is correct to best of my knowledge.

ABDUL QADOOS