

# HAFIZ MUHAMMAD AWAIS

## CONTACT

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## OBJECTIVE

- Assist in financial management and budgeting
- Maintain accurate records and accounts
- Support auditing and financial reporting processes
- Help with administrative tasks and office management
- Provide support in data analysis and decision-making processes.

## SKILLS

- Ms Excel, Ms Word, Power Point, Peachtree Tally, ERP Etc

## INTERESTS

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- Basic computer skills and software applications
- Operating point-of-sale (POS) systems and terminals
- Processing transactions and handling cash accurately
- Managing inventory and stock levels digitally
- Troubleshooting common technical issues
- Staying up-to-date with new technologies and software updates.

## LANGUAGE

- ✓ English Urdu Pashto

## EXPERIENCE

<b>Khyber Tobacco Company</b>	<b>21/06/2020 - Still</b>
Cashier/Store keeper/Computer Operator	
Maintaining all inventory in material store,	
Pay voucher, Keeping record of all Cash payments	

## EDUCATION

<b>Govt college of management sciences Mardan</b>	<b>2022</b>
Bs Commerce	
3.23 CGPA	

## PROJECTS

<b>Real Estate Marketing</b>
- Develop and implement marketing strategies to promote properties
- Create engaging content, including listings, ads, and social media posts
- Conduct market research to identify trends and target audiences
- Collaborate with agents, developers, and other stakeholders to drive sales
- Analyze marketing metrics to optimize campaigns and improve results.