

CURRICULUM VITAE

MUHAMMAD AWAIS

#Wahga lahore

#Near Govt High School for Boys Wahga Lahore

Mobile: 0318-0048562 E-mail: awaisgujjar94369@gmail.com

CAREER OBJECTIVE:

Utilize my whole skills in development of a better society, Better Living place and better Pakistan with all-time effective method.

ACADEMIC RECORD

DEGREE	INSTITUTE
BS Accounting & Finance (6 th Semester)	NCBA & East Canal Campus (Continue) (Weekend)
B.A (2019-22)	PUNJAB UNIVERSITY
ICS (2014-16)	LAHORE BOARD
MATRIC (2012-14)	LAHORE BOARD

EXPERIENCE:

- **1 Year Experience in Golden Enterprises & Custom Clearance Agents Accounts Department**
- Weboc Documentation.
- **1 Year Experience in Sakura Industries Accounts Department.**
- **Job Responsibilities:**
Assistant Accounts Manager, Invoicing, Customer and Vendor Ledgers Reconciliations, Adjustments, Patty Cash, Bank Reconciliations.

- **2 Year Experience In S.J Re Rolling Steel Mills Pvt. Ltd (Continue)**
- **Accounts Department.**
- **Job Responsibilities:**
 - Assistant Director (Sales), Assistant Senior Accounts Manager, As MSO.
 - Accounting Adjustments Customer Vendor Ledgers.
 - Sale, Purchase Report Analysis.
 - Quotations, Performa Invoice, Customer/Vendor Ledgers Reconciliation, Aging Reports Analysis.
 - Internal Audit, Fund Flow Supervision.
 - Preparing Dispatch Plans
 - Coordination with Sales Team & Backup in the field.

PERSONAL DATA:

FATHER NAME	DILSHAD AKHATR
DATE OF BIRTH	01 Oct 1999
C.N.I.C	35201-7145042-3
RELIGION	ISLAM
MARITAL STATUS	SINGLE
LANGUAGE	URDU,PUNJABI,ENGLISH
NATIONALITY	PAKISTANI
CELL NO.	0320-9436905
PERMANENT ADDRESS	VILLAGE AND P/O WAHGALAHORE.
GMAIL:	Awaisgujjar94369@gmail.com

STRENGTH AND CAPABILITIES:

COMMUNICATION SKILLS,

Urdu, Punjabi and English.

COMPUTER SKILLS

MS Office, Net Suffering, Networking

CAN MEET TARGET:

I, always strive for the best to meet target assignment within the Scheduled time, Even under immense Pressure.

REFERENCE:

Reference could be furnished on request.