**Hafiz**

Email: hafiz.375103@freemail.com

Visa status: Visit Visa expiry 4 February

**CAREER OBJECTIVE:**I am looking for a position that will build my skills and provide me ample scope for growth and contribute to the organization’s goals, by effectively using the conceptual skill and knowledge through education**.**

 **SKILLS AND COMPITENCIES:**

* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Have a good level command over English and Urdu Languages.
* Ability to deal and negotiate costumers
* Thorough understanding of Accounting Software Computer software, such as Microsoft office, Visual Basic and turbo C
* Laptop, PC troubleshooting Hardware Software.
* Microsoft windows XP, 7, 8, 10.
* Knowledge of Templates
* Knowledge of online work on souq.com and noon.com

**BACHELORS IN COMPUTER:**

Details of Subjects:

* Principal Accounting
* Cost Accounting
* Operating system
* C In Hand
* Statistics
* IT Series
* System Analyst & Design
* Visual Basic
* Data Base
* Data Structure

**EXPERIENCE:**

* 6 months Experience as an accountant in AL KHETOUT AL AMAMYAH CONT. CO. LLC Sharjah
* 1 Year work Experience as a Computer Operator in EFU Life Insurance Bahawalpur. (Pakistan)

**Duties and Responsibilities:**

* Making Invoices,
* Record Daily Expenses,
* Record General Entries, Prepare Cash book.
* Collecting and accounting for payments from customers
* Reporting reconciliation of petty cash on daily basis
* Coordinating with the bank on all related matters of the company
* Recording and maintaining all supporting documents

**PERSONAL DETAILS:**

Nationality: Pakistani

Date of birth: 02-08-1994

Religion: Islam

Gender: Male

Marital status: Single

Languages known: English, Urdu, Punjabi

**HOBBIES:**

Like to indulge in sports like Football, cricket.

Enjoy and actively participate in a wide variety of sports and creative activities.

**DECLARATION:**

I hereby declared that the above furnished information is true and correct to the best of my knowledge and belief. If selected I assure that I would perform to the best of my abilities early awaiting a positive response.