**CURRICULUM VITAE**

**FAIZAN**



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**Visa Status: Visit visa**

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| **Objective** | To join an organization which helps me to enhance my professional capabilities and knowledge to do better work for the organization and establishes my career. |
| **Experience** | 2 Years Working Experience as an Accounts and Operations Coordinator  In **Sites Power Training Institute Sharjah UAE**  **Accounts**   * Maintain Cash Book / Bank Book * Maintaining of Accounts Receivable/ Payable and Credit Control * Updating registrations daily * Update and Maintaining stock * Monthly Financial Statement * Internal Audit * Daily Cash/check Deposits * Monthly Attendance report   **Administration/ Customer service**   * Attending calls * Assisting clients   **Operations**   * Making schedules * Enroll students * Forecasting * Updating students registrations on server * Preparing schedules   1 Year 2 months Working experience as an assistant sales and Accountant in **Al Burkan Machinery and Heavy Equipment**, Dubai.   * Maintaining of cash book/bankbook/bank reconciliation statement * Maintaining of accounts receivable, accounts payable and credit control * Preparing and updating sales accounts and cash control * Update and maintain stock * Monthly Financial Statement * Internal Audit |
| **Academic Record** | **MBA (Finance) 2012**  ***Major***  Financial Accounting  Financial Statement analysis  Financial Management  Principle of Management |
| **B.Com IT (2008)**  University of Punjab – Pakistan.  ***Major***  Cost Accounting  Financial Accounting  Advance Accounting  Commerce  Banking |
| **I.C.S (2005)**  (Mathematics/Physics/Computer Science)  Government SIIT College of Commerce, Sialkot.  Board of Intermediate & Secondary Education, Gujranwala. |
| **Short Courses** | **Business English Intermediate (2015)**  Three-month short course for Business English.  **International Computer Driving License (ICDL 2015)**  Three Month short course for International Computer Driving License. |
| **Internship** | 1. Six to eight weeks internship in **Soneri bank**   District: Sialkot. Pakistan  Address: Main branch Shahab Pura road.   1. 2 months of Internship in **Starpak martial art and gloves PvtLtd**. As a billing assistant in theaccounts department.   Wazirabad road Sialkot. |
| **Computer Skills** | * ICDL Certified Tester * Proficient in M.S. Word, M.S. Excel, M.S. PowerPoint * Quick book, Peachtree, Tally Accounting software * Assembling Win 2007, Windows 8, Windows 10 * Internet Browsing & E-mailing * Typing Speed 27TO 35 WPM |
| **ICDL Certified** | ICDL Certified Tester (2015) |
| **Personal Information** | * Date of birth: **14-JAN-1987** * Marital Status: **Single** * Religion: **Islam** * Nationality: **Pakistani** |
| **Interests/**  **Activities** | * Computer * Accounting study * Traveling * Social Activities |
| **References** | * Will be furnished on demand. |