**CURRICULUM VITAE**

**FAIZAN**



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**Faizan.377910@2freemail.com**

**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 CoordinatorIn **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
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| **Academic Record** | **MBA (Finance) 2012*****Major***Financial AccountingFinancial Statement analysisFinancial ManagementPrinciple of Management |
| **B.Com IT (2008)**University of Punjab – Pakistan.***Major***Cost AccountingFinancial AccountingAdvance AccountingCommerce 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. PakistanAddress: 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
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| **ICDL Certified** |  ICDL Certified Tester (2015) |
| **Personal Information** | * Date of birth: **14-JAN-1987**
* Marital Status: **Single**
* Religion: **Islam**
* Nationality: **Pakistani**
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| **Interests/****Activities** | * Computer
* Accounting study
* Traveling
* Social Activities
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| **References** | * Will be furnished on demand.
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