**CURRICULUM VITAE**



**RIZWAN**

**Email address**:rizwan-394185@2freemail.com

**Joining date:** Immediately

**Visa status:** Own Visa

**Career Objectives**

Looking for a new challenging position in Accounting & finance, Banking. Sales & Marketing, Customer Service, Documents controlling, Purchasing, Logistic, Administration, Secretary, department as per based on my education and experience. This will help me for growth my career and future with behalf of organization benefit.

**Profile Summary**

1. have total **4-year** experience in afandina restaurant as cashier& Accountant from (**2014** **to 2017**) & I have **1- year** experience in Telenor communication company Pakistan as acustomer relation officer. Bachelor degree in **(B.COM)** Bachelor of commerce passed 2010.

Confident in handling assignments. Highly motivated and can quickly learn in a new environment. Well organized and have ability to work effectively and efficiently even under pressure in order to meet deadline constraint.

**WORKING EXPERIENCE:**

**AJMAN , UAE**

**Position: Accountant**

Year : 2014-**To**-2017

**Essential Function &Responsibilities**

* Sole Responsible for entire Restaurant accounts
* Data Entry in Accounting Software+
* Maintaining Payrolls of staff
* Daily Sale and Expense Report maintaining
* Dealing with Suppliers
* Direct Reporting to Owner

**PAKISTAN**

**Position** **: Customer Relation Officer**

**Year: (from 01-05-2012 to 01-05-2013**)

**Essential Functions & Responsibilities**

* Worked on Project of **Telenor, Pakistan**
* Call Center Agent
* Complaint handling
* Provide right resolution to customers
* Worked in team with coordination
* Taking follow-ups through emails

**INTERNSHIP EXPERIENCE:**

**DISTRICT ACCOUNTS OFFICE | GOVERNMENT OF PUNJAB, PAKISTAN**

**Position: Internee**

**Year** : 2011

**Learning Fields**

I have been doing internship in Government department ‘**District Accounts office’** through the ***National Internship Program*** launched by thy Federal Government of Pakistan. During this internship I have learnt how the government maintains the accounts of government servants and departments.

**IT SKILLS/COMPUTER SKILLS**

**Packages:** MS Office [Advanced Level] (Word, Excel, PowerPoint,), Internet, Hardware,office Automation.

**Operating System:** Windows 7, 8 Windows 98,

**LANGUAGES**

English, Urdu, Hindi, Punjabi, Arabic Fluency in written and spoken.

**Summary of qualifications:**

**B.COM: BACHELOR DEGREE IN COMMRECE.**

**The Islamia University Bahawalpur (Pakistan). PASSED ON OCTOBER 2010.**

**(ATTESTED FROM U.A.E GOVERNMENT).**

**D.COM: DIPLOMA IN COMMRECE.**

**Government INSTITUTE OF COMMERCE AHMADPUR East (Pakistan).**

**COMPUTER CERTIFICATIONS:**

**SIX MONTH DIPLOMA OFFICE AUTOMATION**

(01-07-2004 **TO** 31-12-2004)

Government institute of Commerce Ahmad Pur East (Pakistan)

**THREE MONTH DIPLOMA OFFICE AUTOMATION**

(1st July, 2005 **TO** 30th September, 2005)

From: Government S.A Degree College Ahmad Pur (Pakistan)

**SIX MONTH COMPUTER HARDWARE**

(02-08 TO 25-01-2012)

Ideal Institute of Computer Science Bahawalpur (Pakistan)

**Personal Data**:

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| --- | --- |
| **Date of Birth:** | **15-06-1987** |
| **Marital Status:** | **Married** |
| **Nationality:** | **Pakistani** |
| **Driving License:** | **UAE Valid** |
| **REFERENCES:** |  |
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| **Available upon request**. |  |