

Curriculum Vitae

Hafiz Muhammad Wasif

Master of Commerce (M. Com)



CAREER OBJECTIVE

Aspirant to become a great human and then a great professional.
Passionate to learn from company's culture, seniors and replicate the actions in an innovative way to be align with the company's growth.



EXPERIENCE

Assistant Accountant / Customer Service

Munir Tatar & Associates

Feb 2019 to Mar 2020

- Handling daily transactions either thru cash, card or cheque.
- Record keeping in files, book and then finally in Xero Software.
- Tallying cash with the receipts vouchers and deposit in a bank.
- Attending walk-in customers if sales reps are busy with other customers.
- Answering incoming calls and handle them professionally.
- Answering emails within 3 hours of reception.
- Covering fellow colleagues if they are on leave.
- Any other duties assign by the Sr. Accountant / Manager.

Assistant Accountant / Customer Service

Eastern Federal Union Pvt Ltd (EFU)

Jan 2018 to Dec 2018

- Data entry of JVs in a tally software.
- Verifying receipts with cash at the end of day.
- Attending walk-in customers and to brief them on products.
- Answering incoming calls and direct them to the concern staff.
- Observing what finance managers and accountant does on daily bases.
- Any other duties assign by the manager.

Accounting Software known:

Tally & Xero Softwares

Reference

Muhammad Ali

Business Development Executive

FedEx Express - Dubai Branch

052-6559892

Hr.ali84@yahoo.com

Availability to join: Immediately



CONTACT

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Visit Visa: Dec 2021 – Mar
2021



SOFT SKILLS

Adaptability

Networking

Workaholic

Humble

Team Player



HARD SKILLS

MS Excel

Business Thinking

Client Handling

Fluent Urdu

Moderate English



EDUCATION

Master of Commerce

Muslim postgraduate college
Peshawar.

Bachelor of Commerce

Muslim postgraduate college
Peshawar.

Diploma of Com

Govt. College of Commerce.