



# Muhammad Awais

New Muwailah commercial, Sharjah, UAE  
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To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of the organization and individual growth. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Educational Background

### Govt. College & University, Faisalabad

Master's Degree in Commerce  
2019-2021

### Punjab University, Lahore (Sub-Campus, Gujranwala)

Bachelor's Degree in Commerce  
2017-2019

### BISE, Gujranwala

Intermediate in Commerce  
2015-2017

## Certificates

- Office Management (MS Word, MS power point and MS Excel)
- Computerize Accounting (Diploma)

## Language

### Urdu

Native or bilingual Proficiency

### English

Professional Working Proficiency

### Arabic

Limited Working Proficiency

## Work Experience

### Account Assistant & Ware-house In-charge

MOHD FAROUKH AUTO SPARE PARTS TRADING LLC  
April 2024 to June 2024

- Prepare and maintain financial records, including ledgers, journals, and trial balances.
- Assist with budget preparation and analysis.
- Prepare and process payroll and file tax returns.
- Assist with audits and monitor and reconcile inventory.
- Assist with budget preparation and analysis.
- Assist with accounts payable and accounts receivable.

### Accountant, Ware-house In-charge

ALI ZAIN GENERAL TRADING LLC  
January 2022 to April 2024

- Performs general cost accounting and other related duties for the organization.
- Prepares monthly balance sheets, income statements and profit and loss statements.
- Maintains the journal ledger.
- Codes invoices, sets up new accounts, reconciles accounts and closes the monthly books.
- Overseeing receiving, warehousing and distribution operations.
- Supervise daily Warehouse activities, including inventory control, logistics, shipping & customer service

### Accountant

Sonica Enamel Wires  
May 2021 to December 2022

- Maintains the journal ledger.
- Codes invoices, sets up new accounts, reconciles accounts and closes the monthly books.

### Sales Officer

Nayatel (Pvt) Ltd.  
July 2019 to April 2021

- Developing and sustaining long-lasting relationships with customers.
- Screening, recruiting, and training sales employees. Answering customers questions and escalating complex issues to the relevant departments as needed.
- Preparing cost-benefit analyses for prospective and existing customers to determine the most suitable purchase options.

**Core Strength**

- Management & Coordination Skills
- Active Learning
- Time Management
- Self-Motivated
- Quick Book

**Skill Set**

- Thorough Knowledge of accounting
- Strong analytical, problem solving, organizational ability
- Written and communication skills
- Ability to deal with people diplomatically
- Willing to learn
- Ability to handle banking and statutory matters

**Personal Information**

Date of Birth      20-01-2000  
Gender              Male  
Father’s Name    Shoukat Ali  
Nationality        Pakistani  
Religion            Muslim  
Passport No.      AV1695102

**Driving License Detail:**

Driving License Automatic      Light Vehicle, No (UAE)  
Driving License Issue Date      02-July-2024  
Driving License Expiry Date      01-July-2026