

ABDUL HAFEEZ SHER MOHAMMAD

abdulhafeezsher88@gmail.com / M: +973 38147818
House 58, Road 302, Block 103, Alhidd, Muharraaq, Bahrain

SKILLS

Personal Skills

- Leadership
- Outstanding Communication
- Effective communicational and analytical skills.
- Aptitude to work under-pressure and as part of a team.
- Adaptable to new technology and environment
- Strong organizational skills

Technical Skills

- Microsoft Excel, Power point and Word
- Internet
- Work in CIF MIS, FIS MIS, and HRD MIS

EXPERINCE

National Rural Support Programme Accountant & Admin

January 2017 – April 2019

- Responsible for knowing critical functions within the department and capable of mentoring and assisting employees within the department.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports on daily basis.
- Accounting and financial reporting, including proper recording all financial transitions.
- Prepare, maintain and report daily cash closing/petty cash/ cash in hand/impress register.
- Maintain fixed asset register and inventories.
- Maintain accounts of record and prepayment.
- Prepare Procurement Plans and Documentations.
- Prepare and maintain various documents, draft & report.
- Assist SO in purchasing major office supplies.
- Reporting of Credit at FU Level.
- Maintaining Vehicle Running Invoices, Vehicle Logbooks.
- Maintaining Stock Register
- Any other task assigned by the supervisor/DPO.

Gwadar Grammar School Junior Accountant

September 2016 – January 2017

- Supported Senior with day-to-day clerical tasks while providing insights and knowledge from accounting and financial perspective.
- Preparation of monthly payroll.
- School procurement.
- Invoicing students, collection of fees and maintaining the school database.
- Prepare and present monthly/yearly financial Reports (Income Statement, Balance Sheet and Cash flow).

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EDUCATION

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| Baluchistan University of Information Technology, Engineering and Management Sciences Bachelor in Business Administration (BSBA Finance) | 2012-2016 |
| Intermediate (H.S.S.C) Baluchistan Board | 2011 |
| Matriculation (S.S.C) Baluchistan Board | 2008 |

TRAINING, SEMINAR AND WORKSHOP

- Attended ZARAK yes, we can, capacity building workshop on 3rd June 2015 at City Campus BUTTEMS.
- Organized and participated in seminar on International Trade and Business Issues on 2nd December 2015 City Campus at BUTTEMS.
- Participated in Youth Integrity Project 2015 organized by Transparency International Pakistan

MAJOR PROJECTS

- Wrote the project proposal on “awareness workshop on education”

RESEARCH PROJECT THESIS

- Wrote Thesis On Islamic Banking “Impact of investment issues in Islamic Banking on investor decision making in Pakistan”

CHARITY WORKS

- Participated in a donation campaign as fund raiser and campaign organizer for EDHI Centre and SOS Children Village Quetta on 24th June 2015.

PERSONAL INFORMATION

- Nationality : Pakistani
- Marital Status : Married
- Date of Birth : 03/02/1988
- Driving License : Yes

REFERENCE

Will Be Available Upon Request