

MUHAMMAD AWAIS



OBJECTIVE

To be a factor towards the intensification and progress of a vibrant organization where prospects to growth both personally and professionally are ample and where I can make use of my skills effectively & efficiently.

PROFESSIONAL EXPERIENCE

BCS Management Company WLL
(May 2016 – to date)

Bahrain

Accountant

- Prepares asset, liability, and capital account entries
- Documents financial transactions by entering account information
- Track Income and expenses
- Issue invoices & receipts
- Accounts Payable & Receivable Handling
- Prepare documents for Auditors
- Prepare Comparative Reports for Senior Management.
- Reconciling account balances & Accounting Statements
- Collection of Service Fee of HOA

Alshafi Group of Companies
(Ittefaq Sugar Mills Ltd.)
(Mar 2012 – May 2016)

Lahore

Senior Accounts Officer

- Daily Bank Report, Production Status
- Accounts Payable
- Pledge Dealing, Co-ordination with Banks
- Accounts Receivable
- Voucher Posting in Software
- Bank Reconciliation Statements
- Co-ordination with Export Dept
- Store Suppliers Payments

Gomila Intersole (Pvt.) Ltd.
(Dec 2010 – Dec 2011)

Lahore.

Cost Officer

- Cost Sheet
- Material Controlling in Production
- Co-ordination of Production with Planning
- Internal Audit of Materials

Citibank N.A.
(Jan 2007 – Nov 2009)

Sialkot.

Credit Card Operations

- Merchant Payments through Manager's Cheques.
- Customer Credit card Payments Inputting on System.
- Maintain All Direct Debit Authorities & Presenting on due dates.
- Sales Slips processing on system.
- Merchant Payments reports and Direct Credit reports printing.
- In House cheques (credit card) payments through system.
- System updating of all Customer's return credit card Statements
- Re-forwarding of customers statements on alternate addresses.
- Daily preparations of MIS of every activity on excel worksheet.
- Record Keeping of All above mentioned duties.

INTERNSHIP

- | | |
|---|----------|
| 1. Citibank N.A.
(Jun 2006 – Dec 2006) | Sialkot. |
| 2. Nadeem Ahmad & Co. Chartered Accountants
(Dec 2005 – Mar 2006) | Lahore. |
| 3. Meezan Bank Limited
(Jun 2004 – Aug 2004) | Lahore. |

SCHOLASTIC RECORD

- **Commonwealth Postgraduate Diploma in Business Management**
Allama Iqbal Open University, Islamabad
(2009 – 2011)
- **CMA (Partially completed)**
Institute of Cost & Management Accountants of Pakistan
(2001 – 2006)
- **B. Com**
Govt. Commerce College Faisalabad, University of the Punjab
(1999 – 2001)

- **D. Com**
Punjab Board of Technical Education, Lahore
(1996 – 1998)
- **Matric (Arts)**
Board of Intermediate & secondary Education, Faisalabad
(1996)

SKILLS

- Good command over MS Office & Computer Skills.
- Tally ERP
- Peachtree Accounting
- Communication skills
- Ability to work under stress.
- Ability to work with team.
- Fluent in English & Urdu
- Time Management skills.

PERSONAL INFORMATION

Date of Birth	:	25 Jan 1981
Marital Status	:	Married
Nationality	:	Pakistani
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