**Awais Ashraf** (On UAE Visit Visa)

Address: Abu Dhabi City, UAE

Mobiles: +971 50 7518596

Home: +92 334 7830880

E-mail: awi.chand01@gmail.com

**PROFESSIONAL SUMMARY**

Dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and perpetual growth. Excellent work ethic and strength in boosting company morale

**DESIRED JOBS**

* Jr. Accountant
* Site Accountant
* Accounts Assistant
* Invoicing Clerk
* Storekeeper (Catering & Food Supply)
* Team Leader (Catering & Food Supply)
* Procurement Assistant (Catering & Food Supply)
* Administrative Assistant

**SKILLS**

* Microsoft Office
* Professional phone etiquette
* Excellent communication skills
* Articulate and well-spoken
* Time Management Professional
* SAP Systems
* Accurate and detailed
* Works well under pressure
* Pleasant demeanour
* Dedicated Team Player

**WORK HISTORY**

**Junior Accountant / Invoicing Clerk** (Mar-2016 to Oct-2020)

 **Spinneys (Catering & Support Services) – Abu Dhabi**

* Processing orders daily by remotes, emails, website, electronic data interchange (EDI), and customer calls
* Receiving and sending transmissions through EDI
* Confirming distributor orders to brokers and sales reps via fax, email or phone
* Entering and maintaining pricing and promotions for assigned accounts
* Taking responsibility for any issues with orders such as pricing errors, shortages, overages, etc.
* Handling and managing Petty Cash, daily sales (if any) and customer refunds
* Receiving daily LPOs and approaching sales & finance for required approvals
* Preparing Purchase Orders on SAP system
* Making daily invoices against received LPOs and handing it to store staff for dispatching
* Verifying and tracking received inventory and complete inventory reports and logs to help Sales and Finance departments
* Maintaining file folders for all assigned customers
* Creating and maintaining spreadsheets for other departments such as Purchasing, Sales, Operations and Transportation
* Assisting for Clients invoicing with full records
* Coding the invoice on SAP for all the items after operational hours
* Helping Sales staff for working and recording data on SAP system

**Admin Assistant / Office Assistant (ADEC-HQ & AD media)** (Mar-2015 to Feb-2017)

 **Spinneys (Catering & Support Services) – Abu Dhabi**

* Organizing and arranging received daily mails and distributing to concerned staff
* Planning and coordinating logistics and materials for board meetings, committee meetings and staff events.
* Creating detailed expense reports and requesting for capital expenditures.
* Ordering and distributing office supplies.
* Ensuring the office is always clean and tidy, supervising the cleaners every morning
* Assisting Office staff for Photocopying, Scanning & filling the documents
* Managing office supplies, vendors, organization and upkeep.
* Directing guests and routed deliveries and courier services.
* Screening all visitors and directing them to the correct employee or office.
* Obtaining signatures for financial documents and internal and external invoices.
* Helping distribute employee notices and mail around the office.

**TRAININGS & CERTIFICATIONS**

* IOSH Managing Safely, Training Course (Institution of Occupational Safety and Health, UK)
* Training of FSMS Internal Auditor (ISO 22000:2005)
* Training of IMS Internal Auditor (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007)
* Basic First Aid Training Course – OSHAD Approved
* Basic Fire Safety Course – OSHAD Approved
* Basic Fire Safety Awareness (CIEH Level – 1)
* Essential Food Safety Training Course
* Diploma in Information Technology
* Training on Fire Safety
* Training on First Aid Program

**EDUCATION**

* **Bachelor’s in arts (B.A)**

 Bahauddin Zakariya University - Multan, Pakistan

* **Diploma in Information Technology**

Computer Center Govt. Degree College Abdul Hakim, Pakistan

* **Intermediate in Computer Science (ICS)**

Board of Intermediate & Secondary Education - Multan, Pakistan

* **Matric 10th Standard with Science Subjects**

Board of Intermediate & Secondary Education - Multan, Pakistan

**LANGUAGES**

English, Urdu, Hindi & Punjabi

**Personal Information:**

* Father’s Name: Muhammad Ashraf
* NIC # 36102-8893552-9
* Passport # GM1845521 (Valid till 09-Dec-2022)
* Date of Birth: 29-Dec-1990
* Nationality Pakistani
* Religion Muslim
* Marital Status Married
* Visa Status Visit Visa (until 5th Feb 2022)

**REFERENCES:**

* Arshad Iqbal - Al Masood Group

+971 56 313 4835

* Mudassar Abbas - Prysmian Group

+971 50 283 8420