**Hafiz Awais**



***Retail Account Officer***

**Address: Al Nahda Sharjah, UAE Visa Status: Visit Visa**

**Cell: 050-5859736**

E-Mail: [**hafizawais29730@gmail.com**](mailto:hafizawais29730@gmail.com)

***CAREER OBJECTIVE***

**Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical Experienced Accounts and Administration with a demonstrated history of working in the Automotive Pharmaceutical and Garments industry. Skilled in Microsoft Excel, Microsoft Word, Tally ERP, Account Reconciliation.**

***EMPLOYMENT HISTORY***

**Exotic Used Cars TR. January 2019 to Feb 2020 UAE Designation: Retail Account Officer**

**Accounts Responsibilities**

* Preparing Balance sheet profit and loss accounts.
* Handling petty cash and carry balance daily basis.
* Keep record of all expenses, collect all invoices and record it in Ledgers.
* Meeting customers face to face and holding sales discussions with them.
* Writing up sales contracts.
* Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends
* Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaid; analyzing and reconciling retain age and accounts payable ledgers; preparing fixed asset depreciation and accruals.

**Sales Responsibilities**

* Record all new and used sales enquiries along with all sales activity in the appropriate sales control/dealer marketing system
* Update and re-qualify the customer file on a regular basis
* Monitor and manage all aspects of the vehicle order and preparation right up to and including the delivery
* Organize and maintain the new vehicle showroom and used car display updating point-of sale material where necessary
* Define and analysis all customer enquiries, exploring all aspects of their social, occupational and financing needs
* Sold products being promoted and kept record of sales.

**November 2016 to October 2018**

**Nishat Group Pvt Ltd Pakistan 2016 To 2018**

**Designation: Junior Accountant**

* Handling petty cash and maintaining petty cash float.
* Resolve invoice discrepancies and handle vendors inquires or payment issues.
* Assist in Preparing balance sheet, Profit and loss accounts
* Manage to Maintain all accounts, reports and ledgers.
* Examination of completion of documents for suppliers.
* Prepare ageing analysis of all receivables.
* Booking all kind of JVs after reviewing with Chief accountant.
* Preparing different document supporting for manager approvals.
* Checking all documents in stores.
* Verifying physical stock within the system.

***Skill SET* *QUALIFICATIONS***

* General Accounting Bachelor of commerce in 2011
* Reporting Skills
* Attention to Detail Intermediate of Commerce in 2009
* Accounts Payable
* Invoice Management Matriculation in Science 2007
* Confidentiality
* Deadline-Oriented
* MS Office
* Tally ERP & Typing

***Hobbies*  *PERSONAL INFORMATION***

* Reading Books, Father’s Name: Muhammad Yaqoob
* Making Business Relations Nationality : Pakistani
* Helping Humanity Marital Status : Married

**Languages**

* English Good
* Arabic Basic
* Urdu Fluent

*Note: Reference will be provided on demand.*

Curriculum Vitae of **Hafiz Awais**