

Mohammad Awais

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PERSONAL INFORMATION:

- Visa Status : Transferable Iqama
- Date of Birth: : 15th May 1990
- Languages Known : Arabic, English, Urdu, Punjabi, Pashto
- Nationality : Pakistani
- Gender : Male
- Marital Status : Single
- Current City : Khobar, Saudi Arabia

PROFILE:

- Strong practical knowledge to operate Computerized Accounting (Resort ERP, SMACC accounting, Microsoft Excel, Microsoft Word and Microsoft Outlook).
- Have excellent communication skills in English & Arabic
- Complete financial statements preparation.
- Have excellent planning, analytical & problem solving skills.
- Ability to adapt to new software's, systems and organization.
- Able to work under pressure.
- A pleasant team player with ability to lead teams, professional approach towards tasks and goals and troubleshooting attitude.

EXPERIENCE & CAREER HISTORY :

January 2016 - Present

Al-Zarah Group - Saudi Arabia

Al-Zarah Group is a group of companies with diversified nature which includes **Restaurant, Networking and Construction** sides of the industry.

[Assistant Accountant]

- Preparation of annual financial statements, cash flow statements, bank reconciliations, aging reports, cost center reports, project reports and customized reports rendering to the ad hoc requirements of Chief Finance Officer.
- Requisition of information from different departments in lieu of the preparation of reports.
- Manage payroll matters for Company and business units.
- Establish and develop supplier strategies and relationships.
- Responsibility of month end closing and their proper recording into the system (Expenses Accrual, Reconciliation, Intercompany transactions, etc.)
- Responsible to ensure the approval of supplier's invoices.
- Posting of all accounting entries and sending statements to agents.
- Responsibility for making sure that all the assigned invoices recorded properly and for the approval from competent authority.
- Maintaining accounting system of Receivable, Payable & Other expenses.
- Banking money, checks received and issuing receipts as requested or needed.
- Maintaining and transferring money between bank accounts as required.
- Payment of invoices and fees as required or otherwise instructed.
- Month end invoicing including the preparation, processing, verification and dispatch of invoices.
- Communication with customers as and when required, respond to their queries and resolve the issues.
- Review of accounting of general entries and receipts vouchers to ensure accuracy.
- Preparation and reconciliation for assigned general ledger accounts.

2013- Nov2016

Security Services Provider (Pvt) Ltd, Pakistan

[Assistant Accountant]

- Recording all the entries to the computerized software.
- Preparation, check & verification of payment bills, accruals, prepayments, petty cash & other bills in computerized software.

- Preparation of salary deductions, allowance and additional duties.
- Follow up with payables and receivables.
- Responsible for daily and monthly reports for internal purposes.
- Reconciliations (payments & revenue banks accounts, accrual & cash).
- Preparing reconciliations of accounts.

2010- February 2013

Aramex SMS Couriers (Pvt) Ltd - Pakistan

- Preparation of invoice to the customer
- Coordinate of incoming and outgoing mail
- Maintain delivery records.

EDUCATION & PROFESSIONAL QUALIFICATION:

- Bachelor in Arts (B.A) 2012, From Peshawar University, Pakistan
Subjects: English, Urdu, Islamic Studies, Islamiyat, Pakistan Studies
- Diploma in Commerce (D.COM) 2008.
Subjects: Accounting, App. Accounting, Banking Statistics, Economics, I.T Theory & Practical
- Diploma in Information Technology (DIT) 2013.
Subject: Information & Communication Technology, M.S Office, Computer Networking, Operating System, Computer Programs C/C++, M.S Access, E-commerce & Web Technology, Graphic Design
- SSC (Metric) 2006,
Subjects: Biology, Chemistry, Physics

COMPUTER EXPOSURE:

- Resort ERP
- SMACC accounting
- QuickBooks
- NADRA, Pakistan Verification System (Verisys)
- MS Excel
- MS Word
- Outlook.
- Inpage