

CV

Noman Nazir

Mobile: +971 56 2336414,

Email: nomannazir.pts@gmail.com

Visa Status: Employment Visa

Driving License: Light Vehicle (Abu Dhabi-UAE)

Applied For: Accounts Job

Career Objective:

A position, with the opportunity for professional growth based upon performance that will utilize my abilities developed through my education.

Achievement

- Won the best academic performance award in **MBA 2013** Convocation at Lahore by TIMES university.

Career highlight (Total Experience = 06 Year)

Company: Fix Shine General Contracting LLC (Abu Dhabi - UAE)

Position: Accounts Manager

Period: Jan 2017 to **Continue.**



Responsibilities

- Update of Accounts Receivable, Issuance and submission of invoices to main client after due verification to main client after getting approval of voucher.
- Receipts of payments from clients.
- Follow up of due payment
- Maintaining ledgers of subcontractors Companies separately.
- Maintaining bank records.
- Preparing Invoices, LPOs, Quotations and other official documents.
- Preparing monthly statements of all ledgers.
- Receiving payments from companies.

Company: SAMZ International Transport LLC (Dubai - UAE)

Position: Accountant

Period: 28 Jan 2016 to 30 Dec-2016.



Responsibilities

- Setting up, and maintaining ledgers and transactions on daily basis.
- Maintaining ledgers of each vendors/Companies separately.
- Maintaining bank records.
- Preparing Invoices, LPOs and other official documents.
- Preparing monthly statements of all ledgers.
- Receiving cheques and payments from companies.
- Maintaining employees' master file.
- Negotiating/Dealing with Other employers and third parties.

Company: Yumnah Overseas Employment Promoters (Pakistan)

Position: HR Coordinator

Period: 18th JUL 2010 to 12th May 2013.



Responsibilities:

- Planning, Organizing and controlling Interviewing activities for different clients.
- Screening and interviewing job applicants
- Resolving employee problems
- Prepare Official Letters for Clients
- Prepare Job Offer Letters for Employees
- Handling Official Documents
- Performance Appraisals

Business Related Skills

- Confidently able to work independently or in a team to deal effectively with employees.
- Outstanding command over verbal and oral communicative & interpersonal skills.
- High Commitment to Service Sense of Excellence.
- Outstanding Client Relations & Customer Service
- Performance Driven & Excellent Team Player
- Problem Solving & Conflict resolution, Positive thinking, initiative and enthusiasm.

Computer Proficiency

- Good Knowledge of internet surfing and online software's.
- Proficient in all components of **Microsoft Office™ 2007, 2010, 2013**, particularly **MS Word™, MS Excel™** And **MS Power Point.**
- All types of Windows operating systems.

Professional Qualification

Qualification	University	Session
Masters - MBA	Preston University	2010 - 2014
Bachelor - B.com	Bahauddin Zakariya University	2008 - 2010

Personal Detail

Father Name: Nazir Ahmad
Date of Birth: 11th July 1990
PP Expiry: 19-Feb-2019
Passport#: FT 9824791
Languages: English, Urdu, Punjabi,
Religion: Islam