

## CURRICULAM VITAE

### AWAIS AHMAD

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### PROFILE

I am an enthusiastic and dedicated professional. An exceptional employee who is able to develop and achieve targets, I can demonstrate a strong ability to do projects from conception through to successful completion. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment.

### OBJECTIVE

I am now Seeking a challenging position; in an organization having and offering ample opportunities for growth, diversified exposure to further excel the professional skills. I am therefore keen to find a new and suitably challenging role in the organization.

### KEY STRENGTH

- Ability to handle multiple tasks
- Dependable and confidential in nature
- Good in official communications in English and Urdu
- Highly Trained
- Trustable
- Hard Worker and good communication skills
- Love to meet targets and challenges

### ACADEMIC QUALIFICATION

- B.Com Certificate From Punjab University- Lahore 2012
- I.Com Certificate form Punjab College of Commerce – Faisalabad 2009

### COMPUTER KNOWLEDGE

Proficiency in MS Excel, Oracle and Misys Banking Software

### WORKING EXPERIENCE

Organization : Habib Bank Ltd.  
Position : Cash Officer  
Location : Faisalabad, Pakistan  
Period : November 2012 To February 2015.

## JOB DESCRIPTION

- Maintain strong internal controls for payment collections at the payment receipt location level and safeguarding against loss.
- Annually, review local cash handling procedures and update as needed. At a minimum, resubmits procedures every 3 years to AFR for approval.
- Notify the Departmental Cash Handling Role Administrator of staff role changes so Institutional Roles-Cash Handling can be updated.
- Manage and maintain cash limits both at Central Cash and Branches and ensure prompt expatriation of excesses
- Plan and coordinate delivery and collection of cash to and from the Central Bank
- Ensure that foreign cash held is within the set limit.

Organization : Masood Textile Mills Ltd.  
Position : Planning Officer  
Location : Faisalabad, Pakistan  
Period : January 2016 to May 2018.

## JOB DESCRIPTION

- To plan fabric in daily cutting plan.
- To create job card in system and provide them to production department.
- Make feeding of job card in system.
- After feeding post job card in system.
- Coordinate with production department.

Organization : Ali Gohar & Company Pvt Ltd.  
Position : Account Officer.  
Location : Faisalabad, Pakistan  
Period : November 2018 To Till Date.

## JOB DESCRIPTION

- To Process Cash Memo in The System.
- To Process Invoices in The System.
- To Disburse DC Reports to Head Office Karachi.
- To Prepare Monthly Bank Reconciliation Statement.
- Timely Deposit Collection Cheques in the Bank.
- Handle Emails from Head Office Karachi.

## PERSONAL DETAILS

- **Father's Name: Muhammad Saleem**
- **Date of Birth : 26/08/1991**
- **Marital Status: Married**
- **Gender : Male**
- **Nationality : Pakistan**

## PROFESSIONAL STRENGTH



**Handling ability and self-confidence along with experiences**

I hereby state that, all information given above is clear and true to the best of my knowledge.