

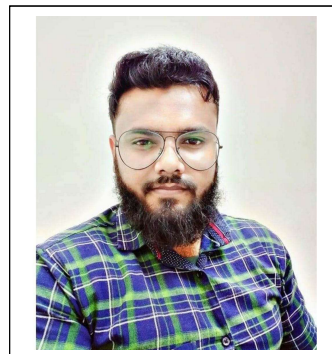
CURRICULUM VITAE

Muhammad Owais

New Saniyah, Industrial Area 1, AJMAN

Contact No.: 052 665 8905

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OBJECTIVE:

A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible. Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

WORK EXPERIENCE:

Administrations & Accounts:

Lagoon Home Collection LLC.

Ajman, UAE

(Jan 2022 to currently working)

Duties & Responsibilities

- ✓ Dealing with accounts activities (Cash, Bank, receivables, payables, petty cash)
- ✓ Procurements (sourcing suppliers, Analysis of quotes, bargaining)
- ✓ Managing all administrative activities
- ✓ Coordination with clients and follow-ups
- ✓ Control & Manage Store activities and daily reports.
- ✓ Well knowledge of Hotel linen (Bed, Bath & F&B Linen)

Relevant Skills:

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

Accounts Officer:

The Taj Marque,
Karachi, Pakistan

(April 2020 to Dec 2021)

Duties & Responsibilities

- ✓ Manages accounts activities

- ✓ Petty cash, receivables & payables handling
- ✓ Data entries and report making
- ✓ Documents handling and record keeping
- ✓ Admin & HR activities

MTO Procurement:

MI Textiles LTD,
Karachi, Pakistan

(Jan 2020 to March 2022)

Duties & Responsibilities

- ✓ Receiving and checking the requirements
- ✓ Sourcing the suppliers
- ✓ Data entries and report making
- ✓ Documents handling and record keeping

EDUCATIONAL BACKGROUND:

Bachelor of Business Administrations (Hons)

IQRA UNIVERSITY

Karachi, Pakistan

Sept 2017- Jan 2022

The Graceful Intermediate Collage

Higher Education, (12th Standard)

Karachi, Pakistan

May 2014- July 2016

Relevant Qualifications:

Languages:

- ✓ English: Intermediate
- ✓ Urdu: Mother language

PERSONAL INFORMATION:

Full Name: Muhammad Owais

Nationality: Pakistani

Marital Status: Married

Date of Birth: July 12, 1996

Place of Birth: Karachi, Pakistan

“I HAVE VALID DRIVING LICENCE OF UNITED ARAB EMIRATES”