



MUHAMMAD AWAIS KHALID

Asst. Admin & Accounts Officer

PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with one year of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

CONTACT

PHONE:
0310-6407520

EMAIL:
aaao.rajana@gmail.com

HOBBIES

Spending time with family
Social Activities
Book reading
Photography
Marketing

STRENGTHS

Patience
Time Management
Team Building

LANGUAGES

English
URDU
PUNJABI

EDUCATION

B.Com

Alama Iqbal Open University Islamabad 2018 to 2021

I.Com

Elysium College Mureedwala 2016 to 2018

Office Management

Micro soft : Word , Excel, PowerPoint

WORK EXPERIENCE

3 years of working as an Asst. Admin & Accounts Officer at Friesland Campina Engro Pakistan Limited.

RESPONSIBILITIES

- 1- Processing Weekly payments for milk suppliers on every Monday.
- 2- Managing and supervising all safety instructions & precautions suggested by company and designated as Deputy Safety Captain of Area Office.
- 3- As an Asst. Admin Officer making sure that all activities are according the company Health, Safety & Environment policy.
- 4- As an Accounts Officer handling area office financial budget. Practice measures for saving cost.
- 5- Managing store and issuance of material.
- 6- Handling of scrape and record keeping for traceability.

SKILLS

Communication
Problem Solving
Team Work
Social Skills
Managemant