

# Muhammad Fawad

## Contact Information

### Address

House # R-110 Street # 14, Rizwan  
Co, Housing Society Main  
University Road Safoora  
Chorangi Karachi.

### Phone

+92 321 2078 226

## Skills

- Quick Learner
- Good Team Coordinator
- Good Communicator
- Good Presentation
- Hard worker
- Problem Solver
- Fluent to use Windows  
Operating Systems
- Command on MS Office

## Language Skills

- English & Urdu.

## References

- Will be furnished on demand

I am looking for a suitable position that can offer me new experiences and growth potential to utilize and expand my interpersonal, technical and organizational skills. Also to gain experience and knowledge in the specific field and capabilities by being productive for the organization and the society.

## Experience

### Pakistan International Airlines (PIAC)

Karachi

Aug-2010 to Aug 2017

### MANA Associates

Sept-2017 to till date.

### HR Assistant

- Primarily responsible to maintain all record keeping of employees leaves, Passage etc on both system (Manual & ERP system)
- Maintaining PAR (Personal Assessments Reports) as per higher management's requirements.
- Maintain employees personal files
- Responsible for maintain all routine tasks related to HR department.

### Account Assistant

- Management of petty cas transaction.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Preparation of financial reports.
- Preparation of statutory accounts
- Assisting qualified accounts with audit.

## Personal Profile

Fahter Name

M. Nasim Shoail

Date of Birth

1<sup>st</sup> June 1986

CNIC #

42201-5570954-1

Religion

Islam

Marital Status

Single

Nationality

Pakistani

## Qualification

Karachi  
University

B. Com  
2<sup>nd</sup> Division