

**CURRICULUM VITAE**  
**Muhammad Sheraz**

Dubai U.A.E



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**OBJECTIVE :**

To obtain and maintain a position that will enable me to share my strong organizational and strategic skills, educational background and ability to work well with other people.

**QUALIFICATIONS:**

- Highly trustworthy, hardworking, ethical, and determined.
- Resourceful in the completion of reports, can handle multi-tasking with less supervision.
- With good interpersonal skills and can work under pressure.
- Proficient in MS Office ( MS Word, Excel, Power Point) Peachtree Accounting System, Internet & E-mail Applications

**WORK & EXPERIENCES :**

May-2018 To Till  
ARCHIVE CLERK, (SALES)  
Al Taif group of companies

1. Taif electrical and lighting materials  
Osais silicone Dubai, UAE

**DUTIES & REPOSIBILITIES:**

- Write customer orders and sales contracts according to company guidelines.
- Collect money from customers, make change, and record transactions on customer receipts.
- Record sales or transactions data.
- Collect fares or payment from customers.
- Inform regular customers of new products or services and price changes.
- Call on prospective customers to explain company services or to solicit new business
- Listen to and resolve customers' complaints regarding products or services.
- Maintain vehicles in good working condition.
- Review lists of dealers, customers, or station drops and load vehicle.
- Review customer information.
- Load shipments, belongings, or materials.

Jan-2014 to Feb 2018  
Printer General  
HASSAN AHMED AL SAFFAR TRADING EST  
Al QUSAIS Dubai, UAE

**DUTIES & RESPONSIBILITIES:**

- Responsible in preparing Material Request Form (MRF), Request for Quotation (RFQ), Local Purchase Order (LPO) with approval from direct superior.
- Preparing Payment Request prior to our direct superior approval to be submitted to accounting department.
- Accepting approved Payment Request for the preparation of Payment Voucher. ( Cash or Cheque payments )
- Informing suppliers thru phone calls for cheque / cash collections.
- Follow – up orders from the suppliers for the delivery.
- Follow - up invoices from the suppliers.
- Updating accounts accurately prior to Suppliers SOA.
- Encoding Accounts Payable (AP) accurately into Peachtree System.
- Ensuring all documents are filed in the appropriate places using documents code.
- Updating the Legal Documents and make sure it will be renewed before the expiration.
- Scanning Legal Documents for future reference.
- Monitoring the company cars expiration and responsible in preparing required documents for renewal processing.
- Monitoring Salik balances.
- Monitoring Traffic Fines of company & personal cars.
- Responsible in making letter for Emarat, Insurances & other related transaction for application, cancellation & Renewal purposes.
- Preparing transmittal for all documents to be sent to our client.
- Checking Emarat bills from company drivers.
- Assisting my colleagues in providing them immediately what documents they ask.
- Preparing required documents for auditing purposes.

**DEC, 2012 to DEC2014**

Cashier at Food festival Mumtazaabad Multan

**DUTIES & RESPONSIBILITIES:**

- Assisting customer's complaints and queries.
- Accepting payments from the customers.
- Responsible in depositing cash receivables daily.
- Making daily report.

**EDUCATIONAL BACKGROUND :**

<b>Degree</b>	<b>Year</b>	<b>Board / University</b>
METRIC	2005	BOARD OF INTERMEDIATE MULTAN & SECONDARY EDUCATION MULTAN
INTERMEDIATE	2008	BOARD OF INTERMEDIATE

		MULTAN & SECONDARY EDUCATION MULTAN
B.A	2011	B.Z.U MULTAN
P.G.D	2009	GOVERNMENT MILLAT COLLAGE MUMTAZAABAD MULTAN
DRIVING LICENSE	MAY-2016	U.A.E

**SKILLS & STRENGTH :**

- Hardworking, fast learner includes leadership & team leader.
- Communicates with different levels of persons in organizations.
- Dependable, self – motivating, organized & self – driven.
- Flexible, enjoy challenges and keen eyes on the details.
- Proficient in MS Office Applications and accounting software.

**PERSONAL DATA :**

Date of Birth : AUG – 26 - 1989  
Place of Birth : MULTAN, PAKISTAN  
Age : 32 years old  
Height : 5' 11 "  
Gender : Male  
Weight : 90 kg.  
Civil Status : Married  
Language Spoken : English, URDU, HINDI, BASIC ARABIC, PUNJABI AND SARAIKI  
Visa Status : Dubai Resident Visa  
(HAVE UAE VALID DRIVING LICENSE LTV, 4WHEELS ALSO GOOD KNOWLEDE OF ROADS  
UAE)

(End of Contract)