

Hafiz Haider ijaz

Field Assistant/ Accountant

Centre for Economic Research in Pakistan



Lahore



hafiz.haider228@gmail.com



0335 4631232
0324 4463006



Hafiz Haider



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Facebook/HafizHaider

About Me

Over 4 years of experience in Accounts And field areas, i am looking for a challenging career opportunity in Accounts preferably in international market.

EXPERIENCE

Customer Relationship Officer

Bahria town pvt. Ltd

April 2020 to Continue

Transfer of: plots , handing over possessions, Coordination with construction office
worked on karachi Bahria project: duplicate file cases, Mergers, customers queries, transfer letters
General power of attorney, death transfers, coordination with internal audit, refunds

Field Assistant

Centre for Economic Research in Pakistan

April 19 2019 to March 2020

- coordinate with the stake holders under the Project of empowering citizens in Punjab by linking local property tax collection to local services.
- coordinate with the Excise Inspectors and engineers
- Mapping and Survey to Contractors
- Survey CTO app

Excise Taxation and Narcotics Control department

october 2018 to March 2019

- worked on computer Excise software
- Billing Experience
- Excise taxation survey
- filling Experience

Accountant

AstronTech Distributions

March 2016 to July 2018

- Reconiliation
- Tally Ledger
- book Keeping
- worked in circle (handing over bills)
- Making Vouchers
- Making Invoices

Education

- Bachelors in Business Administration (BBA)

Academic Year 2014-2018

- Intermediate in Commerce (I.com)

Academic Year 2012-2014

- Matriculation

Academic Year 2010-2012

Skills

- Computer Proficient
- Book Keeping
- Survey CTO App
- Microsoft Office
- Making Inquiries and Entries
- Expert in Computer Software Pinnacle

Interest and Hobbies

