

# MUHAMMAD JAMSHaid

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**Address:** Al Nahyan, Delma Street, Abu Dhabi, UAE  
**Visa Status:** Visit Visa (Valid until February 15, 2024)



## CAREER OBJECTIVE:

A challenging career with significant growth in a value oriented and learning organization for optimum utilization of my potential and skills.

## EXPERIENCE:

- **Accountancy Of Outsourcing Services (AOS), Pakistan**  
**Designation:** IT Team Leader-Bahawalpur Division (Full Time)  
**Tenure:** Continue (December 14, 2022- November 30, 2023)
  - Managing team for digitalization of existing manual land record under the guidelines of District Land officer and Govt of Punjab by using specified online portal and mobile application.
  - Implementing a timeline for daily targets.
  - Conducting training of team members.
  - Site visit with District Land officer for monitoring accuracy of record.
  - Reporting the daily work progress to land Officer and management and rectification of errors.
  - Resolve client's complaints, guide them and provide relevant information
  - Reporting Daily, Weekly and Monthly team progress report to management.
- **Pizzaneo Food Club Lodhran**  
**Designation:** Cash Officer (Part Time)  
**Tenure:** 9 Months (April 2018-January 2019)
  - Manage transactions with customers using cash registers.
  - Ordering, Payment and maintain record of Purchases and consumables.
  - Reporting Daily, Weekly and Monthly Cash flow to CEO.
  - Preparation and disbursement of Monthly Staff salaries and daily wages of food riders.
  - Track transactions on weekly progress and balance sheet and rectification of discrepancies.
  - Maintaining record and reconciliation of Cost and Sale register.
  - Reconciling cash drawers, sales receipts and daily payout.
  - Maintain record of Assets and stocks.

## EXAMINATION BODY:

<b>DEGREE/CERTIFICATION</b>	<b>UNIVERSITY / EXAMINING BODY:</b>	<b>YEAR</b>
BS Commerce (4 Year)	The Islamia University, Bahawalpur	2023
Intermediate	BISE, Multan	2018
Secondary School Certificate	BISE, Multan	2016

## CERTIFICATION AND INTERNSHIP:

- 2 Months Accounts and finance Internship in State Life Insurance Zonal Office, Bahawalpur.
- 6 Months Certification in Office management/MS office.
- 1 month training in Basic Module of Quick Book and Tally ERP 9.
- Certification in “International Business Project Display” from the IUB Bahawalpur.

## PERSONAL INFORMATION:

- **Father’s Name** : Noor Muhammad
- **Date of Birth** : February 15, 2001
- **CNIC No (Domicile)** : 36203-5578900-1 (Lodhran, Punjab)
- **Passport Number** : AT8219001
- **Passport Expiry** : December 28, 2027
- **Driving License No**: LN-23-2968 (Pakistan)
- **Language** : English, Urdu, Punjabi & Saraiki
- **Visa Status** : Vist Visa
- **Visa Validity** : February 20, 2024

## REFERENCE:

Reference will be furnished on demand.