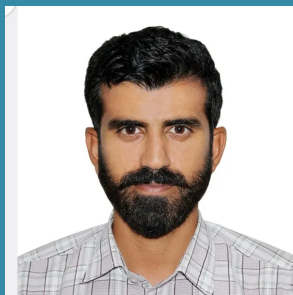


# Muhammad Awais Munir

Accountant



📞 00971 54 7016151

✉ awaismunir138@gmail.com

📍 Mohammad Bin Zayed City,  
Abu Dhabi, UAE

📅 29-08-1993

🇵🇰 Pakistani

📄 DM0720851

💍 Married

♂ Male

## 🧠 SKILLS

**Graphic Designing**  
CoreDraw

**MS Office**

**Quickbooks**

**CAFM**

**BMS (Building Management System)**

**Software Awareness (C/C++)**

**FM (Facility Management)**

**ERP360**

Accounting Software

## 🎓 ACADEMIC PROFILE

**Intermediate of Commerce (I.COM), Govt. M.A.O Collage**  
2012 | Lahore, Pakistan

**Matriculation, Dawn Public High School**  
2010 | Faisalabad, Pakistan

## 📖 COURSES

**Computer Operator (C.O), Modern Institute Of I.T & Vocational**  
2017 | Lahore, Pakistan

**Information Technology (I.T), International Collage Of Professional Studies**  
2012 | Lahore, Pakistan

**Diploma In Office Management (DOM), The Limit Collage**  
2010 | Sahiwal, Pakistan

## 📁 PROJECTS

**The New England Center For Children (NECC-MRC) - Abu Dhabi,**  
As FM Coordinator through Orion Venture Facilities Service LLC  
07-2023 – present

**Sheikh Zayed Festival , Abu Dhabi,**  
Accountant through Al Jazeera Exhibitions  
2022 – 2023

**Baniyas Shopping Festival , Abu Dhabi,**  
Accountant through Al Jazeera Exhibitions  
2022 – 2023

## 🏆 AWARDS

**Star Performer Of The Quarter,**  
The New England Center For Children (MRC-NECC), Abu Dhabi  
10-10-2023

## 👛 PROFESSIONAL EXPERIENCE

**Senior Accountant, Polished Interior Design**  
11-2023 – present | Musaffah M35, Abu Dhabi

- Handle monthly and annual closings
- Maintaining ERP system, recording daily basis income and expenses.
- Auditing old records of company.

## LANGUAGES

English 

Arabic 

Urdu 

## INTERESTS

- Playing Cricket
- Learning new software
- Problem solutions

### **FM Coordinant-The New England Center For Children (NECC-MRC), Through - Orion Venture Facilities Service LLC**

07-2023 - 10-2023 | Abu Dhabi, United Arab Emirates

- Handling all facility management activities
- Handle monthly, Quarterly and annual closings
- Manage daily MEP services complaints and make good solutions.
- Lead the team in positive way.

### **Accountant,**

*Al Jazeera Exhibitions Organizer (Sheikh Zayed Festival)*

05-2022 - 07-2023 | Abu Dhabi, United Arab Emirates

- Handling all facility management activities
- Handle monthly, Quarterly and annual closings
- Handle accounts payable & receivable
- Manage daily receiving of rent from customers and maintaining accounts ledger

### **Accountant cum Production In-Charge, Sajid Cheema Signs**

10-2020 - 05-2022 | Abu Dhabi, United Arab Emirates

- Handling all facility management activities
- Handle monthly, Quarterly and annual closings
- Manage all productions and quality
- Manage Staff Salaries

### **Accountant, A.K Healthcare Facility**

2018 - 2020 | Sahiwal, Pakistan

- Handling all facility management activities
- Handle monthly, Quarterly and annual closings
- Handle accounts payable & receivable
- Manage purchasing & sales of all Medical items

### **Assistant Accounts Manager, Kohinoor Healthcare Facility**

2013 - 2018 | Sahiwal, Pakistan

- Handling all facility management activities
- Handle monthly, Quarterly and annual closings
- Handle accounts payable & receivable
- Manage purchasing & sales of all Medical items