



# ABDUL QADOOS

"Invoicing Clerk"

## PERSONAL DETAILS:

### CONTACT:

+ 971505346815  
qadoosalghazi@gmail.com

### NATIONALITY:

PAKISTAN

### VISA STATUS:

Valid employment visa

### AGE:

21 YEARS

### PASSPORT DETAILS:

NO#AJ4416781

Date of expiry: 02-09-2028

### DRIVING LICENSE DETAILS:

Category: Light Vehicle

Date of Issue: 01-05-2024

Place of issue: Dubai

### LANGUAGES:

English & Urdu

## "CURRICULUM VITAE"

**OBJECTIVE:** Seeking a challenging and rewarding position in organization where my abilities and potential can be effectively utilized and which offers opportunity for professional development and performance based growth.

## **EXPERIENCE:**

- **AL GHAZI TRAVELS NAD TOURISM (Dubai)**  
Invoicing clerk from **Jan 23, 2024** to till date.

## **Job Description :**

- Entering and reporting exact data to main system and making invoices along with generating daily sale reports in software.
- Handling cash and keeping records of all transactions done throughout to keep account balance maintained.
- Assisted accounts receivable in collecting from severely delinquent accounts

## **EDUCATION:**

- Matriculation from **BISE RWP** with **97%** Score
- Fsc from **BISE RWP** with **86.18%** Score
- Computer course ( **MICROSOFT OFFICE** )

## **DECLARATION:**

I hereby solemnly declare that the above mentioned information is correct to best of my knowledge.

**ABDUL QADOOS**