






# FAISAL NAZIR

## ACCOUNTANT



### OBJECTIVE

I am a passionate, enthusiastic, hardworking individual having completed my Master's Degree in Islamic Banking and Finance. I am having one year experience in real estate accountant and leasing management, where I can contribute my strong financial management skills and knowledge of the industry, looking for an opportunity in financial sector, where I can apply my knowledge and abilities to participate and excel.

### PERSONAL DETAILS

-  Pakistani
-  Sharja - UAE
-  P.O.B - Makkah, KSA

### CONTACT

-  +971-526626097
-  faisalnazir732@gmail.com

### SKILLS

- SPSS Statistical Analysis
- Microsoft Office
- POS / Cash Register
- EXCEL VBA
- Basic HTML & CSS
- Checklists
- Computer Troubleshooting
- Negotiating
- Communication Skills
- ePMS

### LANGUAGES

- Arabic - Native
- Urdu - Fluent
- English - Fluent

### AWARDS

#### Full Scholarship | 2015 - 2018

##### Postgraduate Program

Turkey Diyanet foundation

#### Full Scholarship | 2007 - 2010

##### Undergraduate Program

World Assembly Of Muslim Youth (WAMY)

### EDUCATION

#### Master of Science in Islamic Banking and Finance

INTERNATIONAL ISLAMIC UNIVERSITY - MALAYSIA

2015 - 2018 - CGPA Of 3.17 / 4.0

#### Bachelor of Science in Business Administration

OMDURMAN ISLAMIC UNIVERSITY - SUDAN

2007 - 2010 - Grade 82 % / 100

#### Diploma in Network Installation

GEZIRA COLLAGE OF THECNOLOGY - SUDAN

2008 - 2010 - CGPA Of 3.28 / 4.0

### WORK EXPERIENCE

#### Sultan Bin Ali Al Owais Real Estate - UAE

##### Accountant

Oct 2022- Present

- Receiving of rent payment collections from another branches and prepare statement of accounts and forward to head department of accounts.
- Meet tenants in the office to make a new tenancy contract or renewal.
- Following up with tenant for bounced cheques from bank, replace cheques by cash & all delayed payments.
- Updating the period of contract, annually rent, paid payments and balance of rent in an excel sheet by monthly.
- Prepare documents of legal cases and forward to legal department to take action against tenant.
- Review new or amended lease agreements in detail and validate all related data within the lease accounting systems.

#### Star Laboratories - Pakistan

##### Account Officer

Feb 2021- Dec 2021

- Preparing and posting journal vouchers.
- Prepare bank receipt & cash receipt vouchers.
- Preparation of payments for vendors.
- Debtors and creditors ledger maintenance.
- General account's office duties.
- Matching purchase orders & goods receiving reports with invoices.
- Collaborated with 6 other cashiers, offering assistance to other teammates during busy times

#### Atax Global Dispatch Services - Pakistan

##### Customer Service Representative

July 2020 - Nov 2020

- Schedule freight deliveries and arrange pickups of shipments and parcels.
- Communicating with customers about freight details.
- Duties are following up with our clients, taking updates along the root, and finding good loads for our clients.