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FALCON ID # 33716

Oilfield Services / Security Assistant

Residential Country : Pakistan Nationality : Pakistan

Resume Title : Security Officer Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.com	Rawalpindi College Of Commerce	0000	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Security Officer	Star Security Services L.I.c	United Arab Emirates	05/2013	/
Strategic Business	Raazee Therapeutics Pvt Ltd Rawalpindi, Pakistan	Pakistan	01/2010	01/2011

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary
(Monthly In Usd): Not Mention

Expected Salary
(Monthly In Usd): Not Mention

Additional Skills :

Bachelor's of Commerce (B. Com) 2006-2008 Institute: Rawalpindi College of Commerce,
Rawalpindi University of the Punjab Lahore, Pakistan

Major Subjects: Accounting, Math, Information of Technology, Introduction of Business, Cost Accounting, Principle of Tax

Additional Information :

1. Reputed Company Abu Dhabi UAE

Security Officer (From May, 2013 to till)

Responsibility Outline:

Customers Services

Access Control

Reporting, Mailing

Radio Communication

Observation Reporting

Follow sites Order through best Security Awareness

Make safe and Secure environment for public, client and Employer

Raazee Therapeutics Pvt Ltd

Rawalpindi, Pakistan

Strategic Business Unit (From 2010 to 2011)

Making payments from office petty cash as per the approval from the management

Prepare bank payment Vouchers, receipt vouchers, journal vouchers and recording in QuickBooks

Process staff traveling expenses complying the policies and procedures

Preparation of Medical Representatives monthly deduction report for preparation of salary

Making Invoices & Sales Orders and Credit Notes (Sales Returns) for customers

Posting of Bills Payable to Accounts Payable

Assisting supervisor in preparation of different Sales reports

Assisting supervisor in monthly, quarterly and Semi Annually Sales Closing

Undertake any other duties as directed by field manager