



M U H A M M A D A W A I S

D A T A E N T R Y & A C C C O U N T S
M A N A G E M E N T

CONTACT



0307-6182961



mawaismakram143@gmail.com



Shadman Colony St no.01 House
No.04 Pattoki

EDUCATION

**MSc Physical Education and
sports Sciences 2022**

University of Okara

Bachelor in Commerce 2019

University of punjab

Intermediate 2014

Bise lahore

Matric 2012

Bise lahore

SKILLS

- Creativity
- Communication
- Teamwork
- Meeting deadlines
- Friendly
- Critical thinking
- Resilience

ABOUT ME

To Leverage my expertise in data entry and accounts management to efficiently manage financial record, ensure accuracy, and Support organizational growth. Seeking a position where I can apply my skills in data processing, financial reporting, and accounts reconciliation to contribute to the success of a dynamic team.

EXPERIENCE

Data Entry

Wadan Commission Shop

Jan 2023 - Aug 2023

- Manage and maintain digital and physical records
- Enter and update data into company systems with accuracy and efficiency
- ensuring proper filing and storage.

Data Entry & Accounts Management

Madni Commission Shop

Aug 2023 - Feb 2025

- Manage and maintain digital and physical records
- Enter and update data into company systems with accuracy and efficiency
- Ensuring proper filing and storage.

LANGUAGE

Urdu



English



PUNJABI



REFERENCE

Reference will be furnished on
demand