**Gulfjobseeker.com CV No:** **1168590**

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**CURRICULUM VITAE**

**OBJECTIVE:**

Looking for a position, where i utilize my well-honed organizational and communication skills to make a positive contribution to the organization.

**SUMMARY:**

* Ability to support and sustain a positive work environment that fosters team performance, an effective communicator with excellent relationship building & interpersonal skills, Strong analytical, problem solving and organizational abilities.
* Quick learner in new atmosphere and perseverance to duties and responsibilities.
* Hardworking, enthusiastic can perform under pressure, can execute a task within a short time, compromising with working hour for generating desired result.

**WORK EXPERIENCE:**

* **Assistant Administrator-August 2012 – November 2013**
* **Indus University Karachi Pakistan**
* Working as part of a team and supporting the Administrator (Librarian).
* Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area/information counter.
* Perform full range of circulation desk duties including checking books in/out, putting items on reserve, updating of customer/user records.
* Handle customers/users queries and problems.
* Provide instruction to customer/user by explaining and demonstrating the proper use of equipment, library automation system and online resources.
* **Accountant Cum Assistant Librarian- February 2012 to July 2012**
* **Shah Latif Degree College Karachi Pakistan**
* Assist the Librarian in all Library related works.
* Maintain and manage all the accounts.
* Financial files and records.
* Prepare income statements.
* Prepare balance sheets.
* Ensure transactions are properly recorded and entered into the computerized accounting system.
* Ensure financial records are maintained in compliance with accepted policies and procedures.
* Manage the filing, storage and security of documents.
* Customer/user services.
* **Accountant- January 2011 to December 2011**
* **Khan & Sons Karachi Pakistan**
* Maintain and manage all the accounts.
* Financial files and records.
* Prepare income statements.
* Prepare balance sheets.
* Ensure transactions are properly recorded and entered into the computerized accounting system.
* Ensure financial records are maintained in compliance with accepted policies and procedures.
* **Salesman- January 2008 to December 2010**
* **Khatoon Boutique Karachi Pakistan**
* Assisted customers with product selection and queries.
* Investigated and resolved customer complaints.
* Set up store displays.
* Operated cash register as and when necessary.
* Managed shelf stocking and pricing activities.
* Handled inventory and stocks.
* Reviewed merchandize movement.
* Inspected merchandize for quality and quantity.
* Customer Care services.

**EDUCATIONAL QUALIFICATION:**

* Masters of Arts from University of Karachi.

(Waiting for result)

* Bachelor of Arts from University of Karachi (2012).
* Bachelor of Commerce from University of Karachi (2010).
* Intermediate from Askary College, Karachi,
* Secondary School Certificate from Loxely Public School, Karachi.
* Diploma in Web Designing.

**SYSTEM ENVIRONMENT:**

* **Operating System**:Windows 95, 97, 98, 2000, XP, Vista & 7.
* **Working Knowledge**:Micro Soft–Word, Excel, Power Point.
* **Analysis & Evaluation:** Proficient in assessing data and formulating solutions.

**PERSONAL DETAILS:**

**Nationality : Pakistani**

**Residence : Al Rigga, Dubai-UAE**

**Languages Known : English & Urdu**