HAFIZ

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**OBJECTIVE:**

**Seeking a position that will take full advantage of my educational and interpersonal skills as well as offer me the opportunity for the increasing levels of responsibility and professional growth.**

**PROFESSIONAL EXPERIENCE :**

● Working experience in **(NORTHERN TOOLINGS (PVT) LTD)** as an

***ACCOUNTS ASSISTANT.***

(From: September, 2011 to January, 2014)

NORTHERN TOOLINGS (PVT.) LTD is the largest source of top branded tools in Pakistan and Importer of all kinds of tools i.e. Spanner, Saw, Grinders, Hammer, Pliers, Generators and more than thousand items import from more than 25 countries. It has more than 100 clients (Government & Private) and local distributors in all over the country. Its offices are in Karachi, Taxila, Rawalpindi and in Lahore (Head Office).

While reportable to Accounts Manager and CEO, my Job Responsibilities included:

* + Posting month end adjusting entries (accruals, Prepayments adjustment & non cash adjustments). Analysis & Finalization of Accounts.
  + Prepare and edit price lists of the branded items.
  + preparing creditors ageing analysis on weekly and monthly basis,
  + Finalize the landed cost of consignment.
  + Processing & transferring payments to foreign suppliers and reconciling their statement of accounts.
  + Data Entry of daily transactions.
  + Prepare Bank Reconciliation Statement at the end of the every month.
  + T.T Remittances, Cash Deposits and Bank Payments transfers to the exporter’s account.
  + Prepare Payments & Receipt vouchers.
  + Preparing customer / Dealers outstanding & profitability reports.
  + Prepare Pay order and Demand Drafts
  + Find out the Forecasted cost of the consignment including Taxes, Duties, Transportation, Air Freight, Bill of Lading.
  + Preparing Cost, volume, sales analysis for each product and reporting to the management regarding margin of safety for each product.
  + Prepare Bill of Entries for the Customers and clients.

● Working experience in (TOOLSA TOOL EQUIPMENT & MACHINERY HIRE) (Dubai,

UAE) as a *SALES EXECUTIVE.*

(From: April, 2014 to July, 2015)

Responsibilities:

* To respond quickly and efficiently to all in-coming sales enquiries, by telephone, fax and email.
* Following Customer for Credit Balance.
* To follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities.
* Contracting bookings and raising invoices.
* Promotion of our facilities to new and existing clients through a pro-active approach.
* To encourage repeat business by networking with current clients and their colleagues.
* Prepare Receipts & Payment Vouchers.
* Working on Microsoft Excel, Word and Power Point.
* Prepare Income Statement daily and at the end of the every month.
* Prepare Quotations for the Customers on a regular basis.
* Gaining a clear understanding of customers' businesses and requirements.
* Maintaining Documents in both way Hard & soft Copy.
* Explaining procedure for Clients for hire Machines & Equipment.

Checking the quantities of goods on display and in stock.

COMMUNICATION SKILLS:

● Extraordinary Soft Skills, Presentation Techniques, Interview Techniques,

Meeting Skills, and Role Plays.

COMPUTER SKILLS:

● Expert at Microsoft Excel, Word, Power Point, Microsoft Windows 98, 2000, XP,

Vista, 7 Ultimate, and Excellent Typing Speed.

CERTIFICATE COURSES:

● *Communication Skills Development Course* from “The Professionals Academy of Commerce (PAC)”

● *Computerized Accounting Tally Peachtree, QuickBooks* from “Edge System International College (ESIC)”

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| ACADEMIC QUALIFICATIONS: | | | |
| Degree / Educational Level | Institution | Year | Score |
| B.Com (IT) | University Of The Punjab, Lahore. | 2011 | 1st Division |
| F.Sc.  (Pre-Engineering) | Board Of Intermediate And Secondary  Education, Lahore. | 2009 | 2nd Division |
| Matriculation  (Science) | Board Of Intermediate And Secondary  Education, Lahore. | 2007 | 1st Division |

CO-CURRICULAR ACTIVITIES:

* Proficiency and Fluency in English, Arabic, Urdu, Writing, Reading and Speaking.
* Good in Communication and Presentation skills.
* Finding solutions on Internet.

AREAS OF INTERESTS:

* Current Affairs, Newspaper & Reading, Net Surfing, Travelling, Sports