Murtuza

[Murtuza.260457@2freemail.com](mailto:Murtuza.260457@2freemail.com)   
**Objective:**

Seeking a position to utilize my skills and abilities to gain experience and knowledge by working with dynamic, growth oriented organization that offers professional growth while being resourceful, innovative and flexible.

**Strengths:**

* Experience in management skills.
* Excellent use of MS – Office Applications.
* Good communication skills in English.
* Accepts deadline challenges, listens to advice, and handles workloads well.
* Punctual, quick learner, with strong skills to motivate others around.
* Experience in an audit environment, and also taking last minute management decisions.
* Hardworking, flexible, Self-Motivated and reliable.
* Ability to deal with people diplomatically.
* ALWAYS READILY AVAILABLE FOR FLEXIBLE DUTY TIMINGS.

**Skills:**

* To use the knowledge and experience I have, for converting organizational objectives into reality.
* To contribute ideas for growth and development of the organization.
* To obtain a meaningful and challenging position that enables me to learn the new technology and allows for achievements at both ends.

***Career Profile:***

Counter Sales Fresher ExperienceINDIA

**Employer 1: Solitaire Enterprises**

Title: Asst. Manager

Period: 8 Years (From March 1991 to March 1999)

Responsibilities:

* Handling cash register.
* Maintaining stock (Cash counter/Store)
* Daily sales report.
* Assisting Sales.

Verification Department: BPL Mobile - –INDIA

**Employer 2: S.S. Nirban Enterprises.**

Title: Office Executive

Period: 3 years and 7 months (March 1999 to October 2003)

Responsibilities:

* Field Executive
* Verifying Documents.
* Customer Service

Working with a huge wholesale business. -– INDIA

**Employer 3: Atlas Electric Company**

Title: Assistance Sales Manager

Period: 2 Years (January 2004 to December 2005)

Responsibilities:

* Handling Cash Register.
* Daily Sales Report.
* Salary/Staff Supervisor.
* Invoicing and updating Bank Register.

Data Entry – (U.A.E.)

**Employer 4: Al Humaidi Trading Ent. L.L.C.**

Title: Data Entry Operator.

Period: 7 Months (March 2006 to September 2006)

Responsibilities:

* Data Entry.
* Generate LPO
* Handling Daily Register
* Telephone Operator
* Co-ordinate with sales team (Replying to E-Mails)

Counter Sales Man -–INDIA

**Employer 5: Auto Light Stores**

Title: Sales Man

Period: 1 Year 4 months (December 2006 to March 2008)

Responsibilities:

* Stock Maintenance
* Cash Sales/Register

Assistant Manager –(U.A.E.)

**Employer 6 Al Humaidi Trading Enterprises (Employment Visa)**

Title: Assistance Manager

Period: 6 Years ( May 2008 – Till Date

Responsibilities:

* **Logistics (Handling all Import & Export Documents)**
* **Handling all Air/Sea Freight Import (DNATA)**
* **Co-ordinate with sales team and schedule/arrange all local deliveries.**
* **Recovery of old outstanding overdue payments.**
* **Ensure timely follow up of accounts receivable and payables.**
* **In charge of all ware house proceedings (Including leave, increment, loan, etc . of warehouse staff, including drivers)**
* **Taking interviews of potential new recruits.**
* **Handling all legal documentation. (License Renewal, Ejari, Fire/Alarm Maintenance/Renewal, Car Insurance Renewal, Tenancy Contract Renewal)**
* **Handling all Travel bookings of management/staff**
* **Complete knowledge of Chamber Of Commerce. (Export Documentation)**
* **PRO for EMPOST**
* **Develop procedures and accurate implementation of the recording, classifying and summarizing of daily financial transactions.**
* **Oversee the preparation and reconciliation of payroll.**
* **Keeping a check on all fines (Related to SALIK, RTA speeding fines of all staff, etc.)**
* **Helping accounts with LC Documents Procedures and coordinating with banks.**
* **Approving all the Documents related to utility bills and recording the entries.**

**Qualification/Education:**

* T.Y.B.COM – April 1996 – Elphinstone college of Arts, Commerce & ScienceMajored in Financial Accounting, Direct and Indirect Taxation – IInd Class – 54.14%
* H.S.C. – March 1993 - Elphinstone college of Arts, Commerce & Science, Majored in Secretarial Practice – Ist Class – 62.00%
* S.S.C. – March 1990 – Antonio D’Souza High School, India – IInd Class – 55.55%
* Certified Basic Computer Course – August 2003
* Knowledge of Tally ERP 9 Version, E-Mail, Fax, Scan, MS Office Applications etc.

**Achievements:**

* Elected as House Captain in Std. VIII
* Elected as School Vice – Captain in Std. IX
* 2 Medals for Essay writing.
* Participated in Inter School Chess Competition
* Active in all Essay writing, Elocution and Debates at Inter School Level
* Active Athlete Student.

**Personal Details:**

* D.O.B./Age: 28/06/1975 (38 years)
* Gender/Marital Status: Male/Single
* Hobbies: Reading/Writing
* Languages Known: English, Hindi & Gujarati