**CURRICULUM VITAE**

**First Name of Application CV No 1639356**

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### OBJECTIVE

Eager to contribute for a progressive company with quality management, provide good career growth, personal development and opportunity to learn new concepts, tools and techniques in a highly dynamic and fast paced environment.

## **SUMMARY OF SKILLS**

* Self-motivates solutions provider with a creative approach to problem solving and a consistent team player.
* Ability to handle multiple tasks.
* Good interpersonal skills.
* Good Communication Skills.
* Work well under pressure.
* Ability to work as a team player.
* Result-oriented & multi-task professional with solid experience in handling Sales & Marketing and Administrative Works.

#### WORK EXPERIENCE

**M/s Golden Gate Corporation, Pakistan**

A Trading Company in Pakistan dealing with Import & Export of Defence & Commercial Stores for Pakistan Defence Forces

**Position:** **Project Manager**

**From:** 1st October, 2014 to 22nd March, 2016

**Job Description:**

1. **Sales & Marketing Activities.**

To market defence and commercial stores of China, UK, Japan, to various government organizations in Pakistan i.e. Heavy Industries Taxila, Directorate General Procurement (Army), Directorate of Procurement (Air), Directorate of Procurement (Navy), Pakistan Ordnance Factories, & etc.

To look after the sales activities of defence related stores after awarding the contract from government organizations

1. **Attending of Meetings &Tender Openings in Various Organizations**

To attend the meetings, tender openings in Heavy Industries Taxila, Directorate General Procurement (Army), Directorate of Procurement (Air), Directorate of Procurement, Pakistan Ordnance Factories & etc.

1. **Banking Matters**

To manage the banking matters such as issuance of Letters of Credit, Bank Guarantees & etc.

1. **Computer Work**
   1. To prepare faxes/letters/emails for the foreign Principals requesting them to provide quotations for tender openings.
   2. To make the quotations against the tenders received from various organizations.
   3. To make the reply against faxes/letters/emails received from our foreign Principals.
   4. To make the reply against faxes/letters/emails received from Pakistani organizations.
2. **Others:**
   1. Interaction with Foreign Principals and Government Organizations in Pakistan
   2. To explore new foreign sources by browsing Internet.
   3. To develop new organizations for the company.

**Army Welfare Trust (Head Office), Pakistan**

A Welfare Organizations for the benefits of Ex-Servicemen & Families of Shuhada of Pakistan Army

**Position:** **Admin Superintendent**

**From:** 23rd June, 2008 to 30th September, 2014

**Job Description:**

1. Responsible for dissemination of the directives and instructions to the subordinate staff of Admin Dept, besides ensuring compliance of such instructions of reporting officers.
2. Responsible for smooth functioning of routine office work of Admin Department.
3. Ensure proper filing system of the department.
4. Ensure Security, Confidentiality of documents, files/cases and information as per directive.
5. Responsible for the discipline of subordinate staff, adherence to office timings, attendance and report any violation of orders to superiors for timely action.
6. Ensure compilation of Data, Preparation of SOPs as per requirement and direction of SM Admin, besides maintaining proper office record, subject/file/case wise for quick reference and retrieval.
7. Maintain close coordination with Head Clerk for purchase and issue of stationery for all the departments of AWT HO besides updating of stationery record as per SOP.
8. Update the Leave Record on Human Resource Management System (HRIS).
9. Update the attendance of the Admin Staff/Officers on a system Attendance Manager.
10. Preparation of visit programs in consultation with Mgr Protocol & Transport and SM Admin and also Secy AWT.
11. To prepare Duty Roaster on monthly basis for Naib Qasids for opening and closing of offices & floors.
12. To maintain close coordination with Security officer of Askari Guards Limited, other departments, Askari Bank Ltd.
13. To arrange meetings of welfare loan committee on quarterly basis in order to provide loans to the employees of AWT HO.

**M/s Golden Gate Corporation**

A Trading Company in Pakistan dealing with Import & Export of Defence & Commercial Stores for Pakistan Defence Forces

**Position:** **Sales & Marketing Officer cum Accountant**

**From:** 17th January, 2000 to 21st June, 2008

**Job Description:**

1. Responsible for sales and marketing of defence related stores imported from China, UK, Japan, for various government organizations in Pakistan i.e. Heavy Industries Taxila, Directorate General Procurement (Army), Director of Procurement (Air), Directorate of Procurement (Navy).
2. To attend the tender openings in Heavy Industries Taxila, Directorate General Procurement (Army), Director of Procurement (Air), Directorate of Procurement (Navy), Pakis, & etc.
3. To make the quotations against the tenders received from various organizations.
4. To make the reply against faxes/letters/emails received from our foreign Principals.
5. To make the reply against faxes/letters/emails received from Pakistani organizations.
6. **To Maintain Company’s Accounts.**
   1. To record the cash transactions of the company in Cash Book.
   2. To make the entries in the Ledger Book from Cash Book and Bank Statement.
   3. To prepare Trial Balance for the company.

**Habib Bank Limited, Pakistan**

**Position:** **Internee**

**From:** 18th August 1999 to 18th November,1999

Three months internship training at Habib Bank Limited, Kashmir Road Branch, Rawalpindi-Pakistan where I worked at:-

1. **New Accounts Opening Section:** Responsible for Opening of New Accounts & Issuance of Cheque Book
2. **Demand Draft Section:** Responsible for issuance of Demand Draft / Pay Orders
3. **Accounts Section:** Maintaining of Daily Transactions in Transfer Book
4. **Cash Counter:** Withdrawal and Deposit of Cash

**EDUCATIONAL BACKGROUND**

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| **Qualification** | **Board/University** | **Institutions** |
| MBA (Finance & Accounts) (2012) | Preston University | Preston University, Islamabad-Pakistan |
| B-Com (1999) | Punjab University | Rawalpindi College of Commerce Rawalpindi-Pakistan |
| F.Sc. (General Science) (1996) | Rawalpindi Board of Intermediate and Secondary Education | Government Gordon College Rawalpindi-Pakistan |
| Metric (Science) (1994) | Federal Board of Intermediate and Secondary Education | F.G Boys Secondary School, New Cantt. Rawalpindi-Pakistan |

**PROFESSIONAL SKILLS**

* MS Word, MS Excel & MS Power Point.

**PERSONAL DETAILS**

* Date of Birth 30-01-1978
* Sex Male
* Religion Islam
* Nationality Pakistani
* Languages English, Urdu, Punjabi
* Marital Status Married