**First Name of Application CV No 1645626**

Whatsapp Mobile: +971504753686



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| **Objective** | To look for a suitable position in a progressive organization where I can use my abilities and hard work towards the achievement of the organizational objectives. I can assume any kind of challenging assignment and try to accomplish it with serious effort, competence and honesty. |
| **Professional Experience** | **Batala General Trading LLC**  **Document Management Officer (Jan.2014 to Feb.2016)**  **Accountability includes the following**:   * Recording and updating customers’ database; * Recording and updating suppliers database; * Organizing files in chronological, alphabetical and numerical order; * Ability to handling of invoices, Delivery Orders, Transits, etc; * Assisting in the preparation of Management Reports required on periodic basis; * Coordinating with Senior Management to ensure that policies and plans are implemented effectively; * Checking of documents for letter of credit (import and export); * Knowledge of every document (commercial invoice, origin certificate, packing and weight list, Bill of landing , Export Document, Phyto, Transits, Bill of entry , insurance certificate…); * Cash Management including petty cash expense management, keeping a check that expense is in line with the budget allocated; * Coordination with Team members. |
| **Government Centennial Model High School & College Pakistan**  **Senior Teacher (Oct.2011 to Mar.2012)**  **Performed the following tasks:**   * Taught subjects including Math, English and management to students; * Designed course outline for the semesters; * Maintained exceptional standards in teaching the students of morning and evening; * Contributed to development of classroom metrics and assessment tools; * Supervised the students for their thesis; |
| **Education** | * **M.Sc. (Mathematics) 2009** * **B.Sc. 2007** * **B.Ed 2010** |
| **Skills** | * Excellent communication and interpersonal skills. * Ability to express self in writing and orally. * Analytic thinking. * Team oriented and flexible. * Able to work under pressure & can meet deadline. * Hard working, efficient, proficient, deal effectively with conflicts. * Multitasking and Problem Solving skills. * Demonstrated ability to retrieve any document in a timely manner. |
| **Computer Skills** | * Microsoft Office Suite (MS Excel, MS Word, MS PowerPoint.) * Tally |
| |  |  |  | | --- | --- | --- | | **Personal Information** | **Languages Proficiency** | **Interests & Activities** | | * Date of birth : October 19, 1987 * Nationality : Pakistani * Marital status : Married | * English (Proficient – reading, writing and speaking) * Urdu (Proficient – reading, writing and speaking) * Hindi (Proficient - speaking) | * Travelling * Internet * Watching Hollywood Movies | | |
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