**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.
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| **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;
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| **Education** | * **M.Sc. (Mathematics) 2009**
* **B.Sc. 2007**
* **B.Ed 2010**
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| **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.
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| **Computer Skills** | * Microsoft Office Suite (MS Excel, MS Word, MS PowerPoint.)
* Tally
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| **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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